

JOB DESCRIPTION

Position: Events Coordinator

Reports to: Outreach Manager

General Description of Employer

The Colorado Rural Health Center (CRHC) is a nonprofit organization that serves as the State Office of Rural Health. CRHC's mission is to enhance healthcare services in Colorado by providing information education, linkages, tools and energy toward addressing rural healthcare issues.

Position Summary

The Events Coordinator reports to the Outreach Manager and is responsible for the successful execution of CRHC events and the stability and accuracy of the CRHC website. This position will also manage budgets for events and membership. In addition to these roles, the position works in a team-oriented manner by supporting and coordinating with multiple departments.

Essential Duties and Responsibilities

Departmental

- Respond to inquiries in a timely and professional manner
- Provide outstanding customer service over the phone, email, and in person
- Management of all details pertaining to company events, membership, and supporting team members as needed
- Schedule, coordinate and support internal and external meetings and events as directed
- Prepare and distribute correspondence
- Design and revise documents, including reports and spreadsheets
- Enter data using various computer database programs and query information for reports
- Assist Outreach program staff with various projects and other duties as assigned
- Develop marketing schedules
- Collaborate with Outreach Manager and Recruitment Specialist to create marketing strategies
- Maintain Workforce LinkedIn page
- Assist Director with business development activities
- Manage department travel and expense reports for staff

Website and Data Integrity

- Update web content pertaining to events and Outreach services
- Manage web site posted information to assure content is current and accurate
- Serve as a website resource to constituents regarding CRHC programs and services upon request
- Maintain accurate entry of services rendered by the Outreach and Workforce departments into the CRM
- Maintain job listings for CRHC Recruitment Program
- Configure and coordinate security access for protected web pages
- Work with external website consultants as necessary
- Design, produce and disseminate organizational newsletters and email blasts
- Assist with design/content of annual report

- Distribute marketing materials through e-communication and direct mails
- Create and disseminate surveys through Survey Monkey

Events

- Execute coordination of all CRHC events
- Negotiate and determine location, menus, and venues pertaining to each event
- Collaboration with multiple departments to determine topics and content of events
- Track exhibitor, sponsor, speaker, staff, and attendee information with meticulous detail
- Develop, seek out, and maintain relationships with vendors, speakers, and sponsors
- Market organizational conferences through email blasts, blogs, mailings, and social media
- Design promotional flyers, brochures and other marketing materials as necessary
- Arrange lodging and travel arrangements for event speakers and staff
- Create staffing plans and arrange staff hotel accommodations

Skills Required

- Demonstrate successful completion of previously coordinated events
- Exceptional organizational skills and attention to detail
- Team player
- Strong verbal and written communication skills
- Computer skills in MS Office Suite, Adobe Creative Suite, WordPress website design, Google Analytics, and willingness to learn new programs and software
- Experience supporting multiple programs and staff
- Ability to conduct research and compile data in an accurate and useful manner
- Must thrive in an environment where independence and determination are expected
- Ability to manage time appropriately, prioritize activities, and maintain multiple calendars
- Basic understanding of deadline-oriented work and the importance of adhering to deadlines in marketing, public relations, events, advocacy, grants, and development

Education and Experience

Minimum Bachelor's Degree and two years' experience coordinating events with at least 100 attendees; equivalent combination of education and experience may be considered.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, reach with hands and arms, talk and hear. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 48 pounds.

Work Environment: The work environment characteristic described here is representative of those an employee would encounter while performing the essential functions of this job. The work will be performed in a standard office environment, utilizing a standard desk and chair, standard office equipment and a personal computer.

Salary and Benefits

Non-exempt position. Salary will be based on skills, education, and experience. CRHC's full benefits package will apply. Relocation assistance is not available.

Hours

Full-Time: 40 hours/week; 8:00am to 5:00pm Monday through Friday

Application Process

Applications will be reviewed for minimum job requirements and top candidates will be interviewed.

Please email hr@coruralhealth.org with subject line **Events Coordinator**. Your email **must** identify your **salary requirements** and have an attached **cover letter** and **resume** before review consideration is given. In addition, within the email, please identify where you found the listing for this position.

**THE COLORADO RURAL HEALTH CENTER IS AN EQUAL OPPORTUNITY EMPLOYER.
A CRIMINAL BACKGROUND CHECK WILL BE REQUIRED.**

NO PHONE CALLS PLEASE!