

## EVENT COORDINATOR

### Who are we?

CareerWise Colorado is a nationally recognized initiative that is shaping Colorado's workforce through innovative, business-led youth apprenticeships. Through our work, we help Colorado businesses fill high-demand positions through apprenticeships that create real value and positive return on investment. At the same time, our apprenticeship model paves the way to good, well-paying careers for students, along with increased access to post-secondary education. This innovative approach has captured the attention of business, government and education leaders across the state and country.

### The role:

Reporting to CareerWise Marketing & Communications Team, the Event Coordinator will help bring to life a series large and small events throughout the year. With enthusiasm and attention to detail, you'll take on the responsibility for all logistics and execution of larger meetings, convenings and special events, which range from business partner recognition and cultivation events with C-level guest lists, to apprenticeship fairs targeting high-school students and their families in diverse communities across Colorado.

You'll be responsible for making sure that each event provides an exceptional experience for our guests and you'll follow through on tasks such as negotiating and securing event space, arranging catering and working with other outside vendors, and managing sponsorship fulfillment. You will rely on your experience, judgement and organizational skills to plan and accomplish goals, and apply problem solving to a variety of tasks in a fast-paced, entrepreneurial start-up environment.

### What you'll do:

- Effectively work with internal teams and external vendors to maintain a high level of satisfaction
- Work closely with the marketing manager and director of marketing and communications to establish event goals and objectives
- Accurately determine vendor costs and stays within allocated budget
- Work through in a timely and effective manner to problem solve when issues arise
- Coordinate services for events such as accommodation and transportation for participants, training facilities, catering, special needs requirements, etc...
- Review estimates and contracts for accuracy and organization standards
- Ensure event sponsors' contractual needs are fulfilled
- Notify supervisor when issues arise that will inhibit the ability to successfully complete the event
- Receive and process invoices in a timely manner, working with the supervisor and/or accounting department as needed

- Effectively self-manage tasks, paying special attention to time management and workload
- Delegate and track applicable tasks when necessary/appropriate
- Work with internal project management software to ensure all established standards are being met
- Perform other duties as assigned

### Who are you?

- Detail oriented with the ability to work on multiple tasks at once
- Possess strong organizational skills, with ability to multitask and manage several work streams, partners/vendors and projects at any one time
- Comfortable working with a wide range of people—from high school students to C-level executives and government officials
- Proficiency in Microsoft office suite, including Word, Excel, and PowerPoint
- Experience with Adobe products a plus
- Experience with Salesforce a plus
- Excellent written and verbal communication skills; demonstrated ability to write and communicate clearly for a variety of audiences
- Effective relationship management abilities
- Positive attitude with an openness and willingness to learn
- Open to receiving and applying feedback for improvement
- Experience and interest in working in a fast-paced, rapidly changing environment
- Willing to jump in where ever needed; never believing that any task is “beneath you”
- Desire to bring more fun and energy to the team

### Sound interesting?

Click on this [link](#) to apply.

***We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.***

If you need assistance or an accommodation due to a disability, you may contact us at [careers@careerwisecolorado.org](mailto:careers@careerwisecolorado.org)