

Northwest Colorado Health

Outreach and Events Coordinator

General Statement of Duties:

This position is responsible for the support, implementation and coordination of outreach and events and for the Agency.

Supervision Received:

Reports to the Director of Philanthropy.

Supervision Exercised: None.

Essential Functions:

1. Provide coordination and oversight of activities related to Northwest Colorado Health community outreach and program initiatives.
 - Represents the agency at public events as needed.
 - Ensure coordination and communication among agency staff and team members as it relates to outreach attendance and materials.
 - Works with Agency staff to develop outreach strategies and formalized plans.
 - Attend community events and meetings on behalf of the agency. This may require attendance at meetings and/or events on weekends and evenings.
 - Cultivates and stewards relationships with community partners.
 - Coordinate outreach activities in accordance with agency strategic priorities and tracks activities accordingly.
 - Work with Director of Philanthropy and Director of Marketing to understand, identify and prioritize opportunities for outreach with the purpose of increasing access to target populations.
2. Responsible for the support of agency special events and fundraising events.
 - Provides support to the Director of Philanthropy at special events.
 - Coordinates programs to increase the organization's support base among individuals, corporations, and other sources.
 - Works to identify and obtain individual and corporate contributions and sponsorships.
 - Represents the agency at public events and makes presentations.
3. Responsible for the coordination of volunteer services related to events.
 - Works with appropriate programs for event volunteer onboarding and tracking.
 - Recruits, coordinates, trains, assesses and retains event and outreach volunteers.
 - Acts as a liaison between event volunteers and the agency.

- Cultivates, engages and empowers current, former and prospective volunteers.
- Tracks all volunteer activity and provides data for reporting purposes.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

Bachelor's degree or equivalent in a health-related area, business administration, fundraising, marketing or related field preferred.

Experience:

One to three years of experience in marketing, event planning, fundraising, outreach and/or program community development.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Current immunization history, after job offer and before starting job.

Skills:

1. General office skills.
2. Advanced writing skills.
3. Advanced computer skills.
4. Relationship building skills

Knowledge:

1. Knowledge of volunteer programs, fundraising and special events.
2. Knowledgeable and skilled in community education, public relations, fund development, volunteer coordination, and communication principles and practices.

Abilities:

1. Must be able to coordinate outreach and special event needs of the agency.
2. Provides a positive approach to discerning opportunities for improvement or change, taking advantage of the situations, and functioning as a change agent.
3. Accepts responsibility as an agency team member with agency-wide purview and commitment to effective team functioning and results.
4. Available evening and weekends for occasional event support.

Equipment:

1. Daily use of telephone, copier, and other office equipment.

Working Conditions:

1. Position is in a well-lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder. Fundraisers and events involve standing 90% of the time with light lifting (up to 50 lbs) of supplies.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____

Date: _____

Revised: April 2023