

College In Colorado/CollegeInvest Job Description

Events Coordinator - Denver

The Events Coordinator is responsible for delivering the messages of College In Colorado and CollegeInvest to Colorado students, parents, members of the education community, and the community at large. For College In Colorado, that includes efforts to help students plan, apply and pay for college, and for CollegeInvest, it includes educating residents on higher education financing options including outreach on 529 Savings Plans, financial aid application processes, scholarships (with specific emphasis on the CollegeInvest Early Achievers Scholarship), financial literacy, and student loans. The primary focus for this position will be on high school and middle school outreach. This position will work with students and parents as well as school counselors, businesses, and non-profit organizations.

The Events Coordinator will work closely with other College In Colorado and CollegeInvest staff on the creation, refinement, and ordering of marketing materials/supplies, the development of annual outreach strategies, goals, tactics, and budget requirements, and the monitoring of those strategies and budget allocations. The position will represent the agencies at conferences and official functions with special focus on innovative ways to reach underserved populations. Strong project management and communication skills required.

Minimum Requirements

Bachelor degree required, with two years experience working in an educational environment preferred.

- **Skills**
 - High level of oral and written communication skills with ability to design and effectively deliver presentations
 - Excellent organizational and analytical skills
 - Ability to work and relate to diverse populations
 - Strategic and creative
 - Professional
 - Attention to detail
 - Expert public relations skills
 - Sense of humor
- **Knowledge**
 - Bachelor degree required, with two years experience working in an education environment preferred
 - Ability to read, write, and speak Spanish fluently strongly preferred
 - Knowledge of student financial aid and savings plans preferred
 - Knowledge and comfort level using a computer, projector, and MS Office
 - Project management and sales
- **Abilities**
 - Perform multiple functions at one time
 - Be a member of a highly integrated team
 - Work effectively under pressure

- Work independently and think on the go
- Creatively problem solve
- Prioritize
- Think logically and reason through situations to a valid solution
- Think strategically
- Regularly travel, at least 50%, throughout Colorado for events.
- Regularly work nights and weekends

Work in a normal work environment with a flexible schedule using standard office equipment such as phone, fax, and personal computers. Light physical effort required by handling objects up to twenty pounds frequently. Also requires setup and tear down of product displays, operation of computer and projection equipment, and transportation of marketing materials. Attending extensive evening and weekend events requiring in-state travel by car is required. A valid Colorado driver's license and dependable vehicle is required.

SALARY COMMENSURATE WITH EDUCATION AND EXPERIENCE.

How To Apply: Submit a cover letter and resume to College In Colorado/CollegInvest Human Resource 1560 Broadway Suite 1700 Denver, CO 80202 no later than 4:00 P.M. on 09/19/2008. You may also submit by fax 303-296-1637 and email jobs@collegeinvest.org.

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

College In Colorado/CollegInvest is an EEO/AA employer, and follows a policy of non-discrimination in complying with all requirements of the Immigration Reform Control Act and the Americans with Disabilities Act.