

Job Title: Events Specialist
Status: Full-time/Non-exempt
Reports to: VP of Development
Hourly Rate: \$30 (32 hours per week)

General Purpose:

Easterseals Colorado, a non-profit, serves people with disabilities, their families, and caregivers in hopes that they all have the opportunity to thrive and fully participate in our communities. Being an events specialist for Easterseals Colorado would mean helping an organization execute public events and/or performances and ensure that they positively project the image of the organization and carry out the events. This position requires working three (3) days a week onsite at the central office in Lakewood, one day a week remotely, and flexible schedules as needed during weeks pre- and post-event.

An Events Specialist with Easterseals Colorado

- Oversees and handles ALL aspects of auction request and packaging for a multitude of events.
- Assist with conceptualizing event themes developing creative ideas and themes for events.
- Assist with managing event timelines, budgets, and logistics.
- Assist with vendor management such as caterers, florists, and musicians.
- Helps with event marketing.
- Provides on-site management day of events as well as overseeing event setup and breakdown.
- Manages onsite event volunteers.

These essential duties/ responsibilities are not intended to be an exhaustive list of all duties, responsibilities or qualification associated with the job

Qualifications:

- A degree in Event Management, Hospitality, Public Relations, or a related field preferred
- Previous experience in event planning, production, or coordination.
- The ability to work nights and/or weekends to execute the event.
- Strong organizational, communication, and time-management skills; creativity; and the ability to manage multiple tasks and stakeholders effectively.

Event specialists play a crucial role in creating memorable experiences that align with an organization's goals and values.

Benefits Offered:

Our employees are our most valuable asset. That is why at Easterseals Colorado, we are committed to a comprehensive employee benefit program that includes medical, dental, vision, flexible spending and health savings accounts, retirement plan, employee assistance program, paid holidays, and paid time off.

Physical Requirements of This Position:

This position requires **medium work**, which involves:

- **Consistent Lifting:** Regularly exerting up to **50 pounds of force**. This could include lifting and moving equipment, supplies, or assisting individuals.
- **Frequent Lifting:** Often exerting up to **30 pounds of force**. Tasks might involve carrying materials, setting up event spaces, or handling inventory.
- **Constant Lifting:** Continuously exerting up to **10 pounds of force**. This includes repetitive tasks such as transferring individuals, arranging items, or performing routine physical activities.

Reasonable Accommodations: In accordance with the Americans with Disabilities Act (ADA), Easterseals Colorado provides reasonable accommodations to qualified individuals with disabilities. If you require an accommodation to perform the essential functions of this position, please contact HR /Melissa Angel at mangel@eastersealscolorado.org so that I can work with you to identify and implement appropriate accommodations.