



JOB DESCRIPTION

Position:	Elevating Leadership Development Program Coordinator
Reports to:	Senior Vice President and Elevating Leadership Development Program Officer
Job Summary:	Provide direct support to the administrative, operation, logistical and outreach functions of El Pomar Foundation's Elevating Leadership Development (ELD) Program.
Job Classification:	Full-time, non-exempt 40 hours per week, some occasional overtime
Hourly Rate Range:	\$21.00 - \$23.00 (Dependent on experience)

ABOUT THE FOUNDATION

Founded in 1937 with a mission to enhance, encourage and promote the current and future well-being of the people of Colorado, El Pomar Foundation is one of the largest private foundations in the state, contributing over \$25M annually in grants and programs to support Colorado nonprofits. Employees at El Pomar are part of a culture that seeks to help people live better lives and empower communities and individuals to make meaningful collective impact. We are committed to our values of respect, integrity, teamwork and excellence, and work hard every day to lift each other up and make a difference in the lives of our grantees, their communities and the sector as a whole. Much is expected of our staff in pursuit of this mission, and much is received in return.

ABOUT THE ELEVATING LEADERSHIP DEVELOPMENT PROGRAM

The Elevating Leadership Development (ELD) Program began in 2001 to help cultivate diverse leadership potential in Southern Colorado. The program convenes leaders of color in Colorado Springs and Pueblo, empowering them to engage in training opportunities and take on community leadership roles. ELD supports Colorado Springs and Pueblo with four advisory councils in each region: Asian Pacific Islander Advisory Council (APIAC), Black Advisory Council (BAC), Hispanic/Latino Advisory Council (HAC/LAC), and Native American Advisory Council (NAC).

The ELD Program Coordinator position will coordinate program processes and activities in coordination with the ELD Program Officer. The ideal candidate will excel at verbal and written communication, organization, and event management and be a leader with an inclusive approach, analytical mindset and great problem-solving abilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates the planning and execution of ELD program meetings and events, to include preparation and management of meeting materials, meeting locations, IT, catering, and volunteers
- Responsible for all administrative functions of the program including, but not limited to, ELD backcasts, program email account, ELD annual calendar, and organization of electronic files
- Maintains and manages ELD database and communications platform in collaboration with Fellows
- Works in tandem with ELD Fellows to create and manage meeting and event communications including invitations and attendance
- Maintain and manage the ELD online civic engagement database and process (invitations, communications, profile updates, and platform)
- Assist with writing, editing, and coordinating development of program educational materials, website content and brochures in partnership with Communications team, ELD Fellows, and Program Officer
- Support Program Officer with management of ELD Advisory Board through outreach and engagement activities
- Coordinate new ELD member orientation and the ELD scholarship process
- Assist in researching program software projects and process improvements to support program efficiency
- Coordinate processes for ELD member recruitment and retention
- Research information relevant to program development and community partnerships
- Support ELD Strategic Plan project implementation to achieve plan goals while controlling resources, timelines, and costs
- Monitor and maintain the ELD Program budget spreadsheet and reports
- Work closely with the Program Officer to annually evaluate programmatic changes and improvements as needed
- Create content and help maintain ELD LinkedIn group
- Coordinates contracts and manages vendors and their payments
- Maintain relationships with ELD partners, members and stakeholders
- Coordinate and oversee ELD Fellows and Intern when assignments fall under Coordinator scope of work
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Proactive, strategic approach to seeking out ways to enhance the Foundation's ability to complete and extend its goals through areas of program responsibility.
- Able to work well with team members and volunteers within ELD and the public at large.
- Engaged in developing a strong culture of feedback, both giving and receiving.
- Excellent verbal and written communication skills.
- Strong sense of customer service and approachability.
- Ability to work with diverse individuals.
- Ability to make administrative/procedural decisions and judgments.
- Ability to coordinate and organize meetings and/or special events.
- Ability to problem solve under sometimes short or conflicting deadlines and take initiative.
- Ability to work independently, as well as a contributing member of a team.
- Attention to detail and the presentation of quality work product.
- Proactively seek to develop new skills to enhance overall job effectiveness.
- Effectively anticipating and meeting needs and expectations of supervisors.

- Meet established deadlines.
- Must be technologically savvy and experienced in MS Office Suite, social media platforms and be willing and able to learn new software as needed.
- Well-organized and able to manage multiple responsibilities through strategic prioritization.

REMOTE WORKING:

This job is eligible for up to (2) days of remote working per week upon completion of training and approval by supervisor.

QUALIFICATIONS AND PHYSICAL DEMANDS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Applicants should be honest, confident, personable and professional. This position requires the ability to work in a professional courteous manner and honor the Foundation’s recognized values of respect, integrity, teamwork and excellence.

While performing job duties, the employee will occasionally be required to bend and lift up to 20 pounds. Occasional evening work is required.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A successful candidate must have an associate’s degree and a preferred minimum of 2 years of administrative support experience. Years of relevant work experience can be substituted for the requirement of an associate’s degree.

Event experience is preferred but not required.

Must be able to travel within the state of Colorado.

Hiring is subject to employment pre-screening (background check).

CURRENT BENEFITS:

Paid Time Off

- 10 days vacation, 10 days health and wellness and 2 floater holidays per year (vacation time increases with years of service)
- Options to roll-over and year-end cash-out
- 10+ holidays per year
- Paid FMLA (must meet FMLA requirements to qualify)
- Paid FAML I – administered by State of Colorado and must meet requirements to qualify – this benefit does not provide 100% wage replacement

403(b)

- Employees may contribute pre-tax earnings immediately upon employment
- After one year of employment, 100% match by Foundation on up to 6% of employee deferral

Medical, Dental, Vision and Accident Insurance

- Direct primary care provided by Peak Med at no cost to employee (must carry Foundation’s medical insurance plan). No co-pays for office visits and access 24/7.

- Foundation pays 95% of medical, dental and vision premium for employee and their dependent(s)
- Foundation pays 100% of cost for AFLAC and Identity Theft Protection

Flexible Spending Account (FSA)

- Pre-tax dollars from your paycheck to get reimbursed for medical and dental expenses or child care funds
- Up to \$3,050 for medical and dental and up to \$5,000 for dependent care per year
- \$640 roll-over permitted

Childcare Benefit

- After 6 months of service, eligible for daycare assistance for employee's dependent child or children under the age of 5 and living with the employee. Reimbursed for 30% of the daycare fee paid to a qualified, licensed daycare provider with a maximum monthly benefit of \$500.

Continued Education/Tuition Reimbursement

- The Foundation places great value in the skills and abilities of our employees. To maintain and improve those skills, we offer educational benefits for memberships in employment related professional societies or associations, and to attend employment related local, regional or national trainings, seminars and meetings.
- Full-time employees with at least 1 year of service may be reimbursed for undergraduate or graduate academic course work that maintains or improves job related skills or are in the Foundation's areas of interest. The Foundation will reimburse 100% of tuition at public universities or 50% of tuition at private universities for up to 6 academic hours per semester. The employee must maintain a B or higher grade to receive the reimbursement. Also, the Foundation will reimburse the employee up to \$500 per semester for books, supplies, and/or parking pass. This reimbursement may be considered a taxable event to the employee.
- The Foundation provides up to \$2,000 a year for employees to participate in a pre-approved certificate program that may or may not be job related.

Other Insurance

- 100% employer paid Basic Life and AD&D Insurance
- 100% employer paid Long Term Disability Insurance

Other Benefits

100% employer paid AAA membership

HOW TO APPLY:

Please submit a resume and cover letter to Nicole Magic at nmagic@elpomar.org no later than **Thursday, January 25, 2024 at 5:00pm.**