



JOB DESCRIPTION

Position:	Program Coordinator
Reports to:	Executive Assistant to CEO
Job Classification:	Full-time, non-exempt Monday through Friday, 40 hours per week
Hourly Rate:	\$22.21 - \$24.47 (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. Our story **can be found here**. 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 POSITION

The Program Coordinator will be responsible for the day-to-day coordination of the Foundation's nonprofit event sponsorship program, as well as providing other types of administrative support to the Executive Assistant to CEO, such as the Rocky Mountain Tax Seminar for Private Foundations and other Foundation events, front desk coverage, and projects as necessary. The position also supports the Communications Office in a number of overlapping and administrative functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support Executive Assistant to CEO in coordinating the daily operations of El Pomar's nonprofit event sponsorship program, to include:
 - Serve as communication liaison with event contacts about Foundation's sponsorship commitments.
 - Maintain a database of all event sponsorships and details throughout the year.
 - Coordinate logistics of each event, including fulfilling benefits elements, such as program ads, banners, graphics, and logos.
 - Confirm and distribute internal event information and invitations to Trustees, staff, and Fellows via the Foundation's digital marketing platform, track and confirm attendees, communicate and coordinate event specific requests.

- Maintain an annual calendar of the Foundation's anticipated and recurring sponsorships, as well as a regular (likely monthly) report for leadership of all events and ongoing RSVP details.
- Support Executive Assistant to CEO in coordinating special events/projects, to include:
 - the Foundation's annual Rocky Mountain Tax Seminar for Private Foundations.
 - internal staff gatherings and events and other special events as needed.
 - providing general administrative support to CEO office on an as-needed basis.
- Support Communications Office in a variety of related and day-to-day administrative functions, to include:
 - Monitor Communications email inbox and assist with inquiries or forward to appropriate staff contact.
 - Make minor website content edits and updates as needed.
 - Support and deploy various outgoing Foundation electronic communications using the Foundation's digital marketing platform, including helping to maintain and update mailing lists for stakeholder groups.
 - Support communications elements of Foundation programs and events as needed (e.g. creating PowerPoint slides, invitations, helping with run-of-show program elements, etc.).
 - Coordinate print collateral needs with internal staff and print vendors.
 - Assist with organizing and maintaining electronic photo/video archive files on the server.
 - Coordinate branded promotional product orders as needed
 - Support Communications office with editing and proofreading various external messages as needed
- Provide support from time to time for receptionist on an as-needed basis to include greeting and assisting all visitors, answering the phone, sorting and distributing incoming mail and metering outgoing mail.
- Interact professionally and confidently with high-profile guests and VIP's, in person, electronically and telephonically
- Communicate, as necessary, with supervisor about matters of importance or concern
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent communication (oral and written) and interpersonal skills
- Strong attention to detail
- Ability to meet established deadlines
- Strong sense of customer service and approachability
- Ability to multi-task and problem solve under sometimes short or conflicting deadlines
- Ability to work independently, as well as a contributing member of a team
- Strong preference for candidate with experience and skills in graphic design or social media management
- Proficiency in MS Office products
- Knowledge of or ability to learn new software applications
- A desire to proactively develop new skills to enhance overall job performance

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 courteous professional manner with the public and honor the Foundation's recognized values of Respect, Integrity, Teamwork and Excellence, as well as the Foundation's Operating Commitment of employees being Resourceful, Relational, Responsive, Resilient and Reliable.

While performing job duties, the employee will occasionally be required to bend and lift up to 20 pounds, stand for extended periods of time, and walk up and down stairs.

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.

The candidate must have an associate's degree and a minimum of two (2) years of administrative/office support experience. Must have the ability to travel to and from work. Hiring is subject to employment pre-screening (background check).

REMOTE WORK: This position is eligible for up to two (2) days of remote working upon completion of training and approval by supervisor.

HOW TO APPLY:

To be considered for this position, submit a cover letter and resume to Nicole Magic at nmagic@elpomar.org no later than **July 29, 2025 at 5:00pm (MST)**.

Successful candidates will be notified by August 1st to schedule an in-person interview. Those interviews will take place on August 6th and 7th.

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 FAMLI – 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 One Medical at no cost to employee (must carry Foundation's medical insurance plan)
- Foundation pays 95% of medical, dental and vision premium for employee and their dependent(s)
- Foundation pays 100% of the 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 childcare 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. Employees are 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 training, 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