



## JOB DESCRIPTION

**Position:** Event and Conference Coordinator

**Reports to:** Event and Conference Director

**Job Summary:** The Event Coordinator supports the planning and execution of meetings, trainings, and special events at Penrose House Conference Center. This role ensures smooth logistics, provides excellent customer service to guests, and assists with reservations and event details. The Event Coordinator works closely with internal teams and external partners to deliver high-quality experiences that reflect El Pomar Foundation's values.

**Job Classification:** Full-time, non-exempt (40 hours w/occasional evening and weekend hours)

**Hourly Rate Range:** \$23.00 - \$24.04 (Dependent on experience)

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## 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.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with scheduling and coordinating event reservations using the Foundation's reservation system.
- Communicate with organizations and internal teams regarding event details, requirements, and expectations.
- Support event logistics, including room setup, catering coordination, and basic audiovisual needs.
- Greet and assist guests during events to ensure a welcoming and professional environment.
- Maintain accurate records of event usage and prepare basic reports as directed.
- Assist with vendor coordination, including catering and other service providers.
- Provide administrative support for event-related communications and documentation.
- Assist with Penrose House tours and history presentations as needed.
- Perform other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Strong sense of guest service and approachability
- Ability to multi-task and solve problems under sometimes short or conflicting deadlines
- Excellent communication and interpersonal skills
- Ability to work independently, as well as a contributing member of a team
- Strong attention to detail
- Proficiency in MS Office products
- Ability to meet established deadlines
- A desire to proactively develop new skills to enhance overall job performance
- Ability to develop a knowledge of El Pomar Foundation and Penrose House history

## **QUALIFICATIONS AND PHYSICAL DEMANDS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A successful candidate must be able to work in a highly functioning environment with exceptional multi-tasking skills. 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.

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

A successful candidate must be a high school graduate or equivalent with at least two (2) years of conference /event support experience. Associate's degree and at least two (2) years of experience is preferred.

Must be able to travel to work.

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

## **REMOTE WORKING:**

This position does qualify for remote work per the Employee Handbook and with supervisor approval once training has been completed.

## **CURRENT BENEFITS:**

### **Paid Time Off**

- 10 days of vacation, 10 days of 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+ paid 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 Peak Med at no cost to employees (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 employees 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 \$7,500 for dependent care per year

- \$640 roll-over permitted

## **Childcare Benefit**

- After 6 months of service, eligible for daycare assistance for an 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.

## **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:**

To be considered for this position, applicants must submit both a cover letter and resume to Nicole Magic at [nmagic@elpomar.org](mailto:nmagic@elpomar.org) no later than **December 23rd at 5:00pm (MST)**.

Interviews will take place the week of January 5, 2026.