



JOB DESCRIPTION

Position: Conference and Event Host

Reports to: Conference and Events Director

Job Summary: Provide hospitality-focused support for meetings, receptions, dinners, and other events. Prepare and maintain meeting and event spaces through room and furniture setup, audiovisual support, beverage service, and event logistics. Serve as a welcoming host and visible point of contact for guests, ensuring a polished event experience through proactive service, attention to detail, and exceptional customer care. Responsibilities take place primarily at El Pomar's Penrose House, but also at the Foundation's executive offices and historical properties.

Job Classification: Full-time (days may vary), 40 hours per week (non-exempt)

Wage Range: \$17.16 - \$18.61 (Dependent on experience)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as a primary guest-facing representative during meetings, events, and conferences.
- Provide direct staffing support for the conference center, specifically regarding meeting room setup – chairs, tables, linens, notepads, pens, beverages, and audio/visual equipment
- Coordinate seamlessly with internal staff, catering partners, vendors, and event organizers to ensure smooth and exceptional experiences.
- Assist with VIP guest hospitality and special event hosting, and other efforts that uphold the standards and reputation of El Pomar Foundation.
- Support set-up of audio/visual components, including monitors, laptops, and audio systems in meeting rooms and event spaces
- Maintain inventory and purchase supplies and beverages when needed
- May occasionally provide tours of Penrose House to guests
- Other duties as assigned related to overall facilities support necessary to maintain the exceptional appearance and functionality of the Penrose House campus

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in hospitality, hotels, conference centers, country clubs, catering, restaurants, guest services, or event venues preferred.
- Demonstrates exceptional hospitality instincts and a service-first mindset.
- Comfortable engaging with executives, community leaders, board members, and VIP guests.
- Comfortable assisting with use of our A/V systems
- Strong communication and interpersonal skills
- Ability to work independently, as well as a contributing member of a team
- Strong attention to detail
- Effectively “manage up”, anticipating meeting needs and expectations of supervisors
- Punctual to work and staff meetings
- 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. 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 be regularly required to bend and lift (50 pounds or more). The employee may be required to stand or kneel for long periods of time.

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.

Successful completion of a pre-employment background check is required.

REMOTE WORKING:

This position is not eligible for remote work.

HOW TO APPLY:

We encourage all qualified candidates to submit both a cover letter and resume to Nicole Magic at nmagic@elpomar.org no later than **5:00pm on Tuesday, August 18, 2026 (MST)**.

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 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

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 trainings, seminars and meetings.

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