



Position Title: Events Coordinator

Reports to: Development Director

Job status: Year-Round Full Time

About Us

Breckenridge Outdoor Education Center (BOEC) is a non-profit 501(c)3 organization whose mission is to expand the potential of people with disabilities and special needs through meaningful, educational, and inspiring outdoor experiences. Programs of the BOEC include the Adaptive Ski and Snowboard Program, Wilderness Program, and Internship Program. BOEC engages with participants and partner agencies from Colorado, across the US and internationally and operates primarily in Breckenridge, Colorado.

Position Description

The Events Coordinator is a new position at the BOEC, responsible for detailed planning, coordination, and hands on execution of all BOEC events, including 3 major annual fundraising events, community engagement events and 3rd party events. The successful candidate will work closely with the Marketing Manager and Development team in the planning, budgeting and execution of successful events that serve to raise BOEC's profile in the community, introduce new donors to the BOEC and raise funds for our adaptive programs.

Responsibilities:

Event Management

- Plan and execute professional and successful major fundraising events including Banff Mountain Film Festival (Feb), Fiesta for BOEC (June) and Tee It Up Golf Scramble (Aug) meeting established fundraising and outreach goals for each event.
- Oversee all aspects of events including detailed logistics, hands-on implementation, and coordination and communication with event partners as needed.
- Manage event volunteers and volunteer logistics such as recruitment, supervision, training, and acknowledgement.
- Develop, monitor, and manage event budgets. Meet or exceed revenue and net revenue goals.
- In collaboration with Marketing Manager coordinate all publicity and marketing for events such as advertising, public relations, collateral materials, and associated technology applications for sales and donations.
- Collaborate with other members of the team to expand 3rd party event programs identifying individuals, corporate and community partners interested in hosting events to benefit the BOEC.
- In collaboration with other members of the team, plan and execute BOEC's 50th anniversary event scheduled for 2026.

Community Relations

- Identify opportunities for BOEC to participate in community engagement events or activities to raise BOEC's profile in the community.

- Plan and implement all community engagement events with support from other team members and volunteers.

Teamwork

- As a key member of the Development team, contribute to the development of timelines and priorities that align with goals outlined in the BOEC Strategic Plan.
- Actively participate in the Board Development/Marketing committee, attending meetings and preparing reports and presentations as needed.

Qualifications, Skills, and Attributes

- Proven success in planning, managing, and executing professional events of various sizes.
- Strong organizational skills, attention to detail, and a commitment to accuracy in all areas of responsibility.
- Knowledge of Microsoft Office or Google Business Suite.
- Excellent written and verbal communication skills. Ability to manage stress and maintain composure under pressure.
- Strong communication and problem-solving skills, including the ability to develop and maintain positive working relationships with key internal and external stakeholders, program, and development staff, the BOEC community, and funding partners.
- The ideal candidate will have a familiarity with the mission of the BOEC and services and programs offered by the Breckenridge Outdoor Education Center.
- Eager to engage with a team and enjoy outdoor activities. Ability to ski/snowboard and interest in other outdoor activities a definite plus.

Position information and Benefits:

- This is a full-time, year-round exempt position with the following benefits: generous paid time off (PTO) policy, health insurance, life insurance/AD&D, 403B retirement plan, 12 paid holidays, employee assistance program, employee professional development opportunities, pro-purchase program and employee ski pass when made available to administrative staff.
- Position starting salary \$45,000 annually, DOE.
- This position is primarily located at the BOEC Administration Headquarters in Breckenridge, CO.
- Typical schedule is 9:00am to 5:00pm, M-F, with weekend and/or evening involvement in special events or programs as needed.
- This position may require occasional lifting or physical effort. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application process: Please submit resume and cover letter by email to Hallie Jaeger, Development Director at Development@boec.org by October 1st, 2022 with subject line: Event Coordinator – First Name, Last Name.