



Program and Events Coordinator

Friends of the Colorado Avalanche Information Center

The Friends of the Colorado Avalanche Information Center (Friends of CAIC) is a 501(c)3 group whose mission is to promote avalanche safety in Colorado. The Friends work with the CAIC to ensure information on avalanche conditions is available to the public and to promote avalanche safety through innovative educational efforts and sponsored events.

The Colorado Avalanche Information Center (CAIC) is a program within the Colorado Department of Natural Resources tasked with reducing the impact of snow avalanches on recreation, industry, and transportation. The program receives funding from the Colorado Department of Transportation, the Colorado Severance Tax Fund, and cash funding via contracts, grants, and donations, most of which come from the users of the forecasting and educational services. The CAIC is dependent on a successful fundraising effort in order to carry out its mission.

Mission statement

The Friends of the Colorado Avalanche Information Center is a non-profit 501(c)3 organization created to support the CAIC, while contributing to avalanche awareness and education throughout the State of Colorado. As more people venture into the Colorado backcountry and as more people are in need of avalanche awareness training for their personal safety, there is a need to continually grow the revenues available to the CAIC to keep pace with demand for its forecasting and education services. We achieve this mission via grant writing, seeking donations, and fundraising events.

The Position

The Program and Events coordinator position is a full time, seasonal position. You will have operational responsibility to continue driving the Friends of CAIC towards its mission. You will be putting your strong passion for avalanche safety to work by representing the Friends of CAIC at events throughout the State of Colorado. You will also be responsible for crafting and managing events that support our fundraising efforts but also to build our community throughout the state.

This position will also manage our youth avalanche education program, Know Before You Go. This programmatic function is a pillar of the Friends of CAIC and exposes the youth of Colorado to a vital avalanche awareness message.

Specific Responsibilities include

Events

The Program and Events Coordinator will be the point person for all Friends of CAIC events. This includes but is not limited to:

- Representing Friends of CAIC at events throughout the State of Colorado
- Maintaining and managing Friends of CAIC merchandise inventory.
- Managing and reconciling merchandise transactions.
- Interacting with donors, potential donors, and event attendees.
- Spreading the mission of the Friends of CAIC.
- Event conceptualization and design.
- Staffing and managing volunteers and volunteer database.
- Organizing silent auctions, door prizes, and other giveaways
- Manage ticket sales platforms.
- Manage event budgets.
- Point person for outreach events and events by other groups.
- Event marketing.
- Manage in-kind donations, ticket sales, and volunteers in Salesforce.
- Manage event calendars
- Credit and thank corporate sponsors as needed.

Education

Manage logistics of Know Before You Go Awareness Program

- Work closely with the CAIC liaison to schedule and manage Know Before You Go Courses
- Manage KBYG Calendar
- Manage KBYG instructors including:
 - Inventory, stock and ship all KBYG materials
 - Communicate with Instructors to ensure they have the materials they need.
- Assist in development and maintenance of relationships with programs that request and use the program.
- Assist in outreach to community to generate interest in KBYG.

Attend Outdoor Retailer and SIA shows as needed

Other duties as assigned.

Qualifications:

- B.A. degree with 2+ years of experience in fundraising, events, marketing or equivalent job experience.
- Strong computer skills; fluent in Microsoft Office; experienced with Adobe Photoshop or InDesign; Website Content Management Systems.
- Salesforce.com or other CRM experience

- Must be able to lift 30 pounds
- Strong organizational skills
- Outdoor/ski industry experience preferred
- Based in Colorado.
- Willingness to travel.

Necessary skills include, but are not limited to:

- Confident, assertive and responsible.
- Exceptional organizational and administrative skills.
- Must be able to maintain a flexible work schedule.
- Work well with deadlines and under pressure
- Strong writing and editing skills
- Basic media knowledge and terrific public speaker
- Responsible, self-starter.

Working Conditions

- This position is a full time, seasonal position and will run from September 1 – May 15.
- The Program and Event Coordinator will work from a home office and remotely from the Executive Director.
- The Program Coordinator will work a 40-hour workweek that will often include weekends and evenings.

Compensation

Salary commensurate with experience.

Benefits

Monthly cell phone reimbursement
Paid mileage based on current IRS mileage rates
Health insurance stipend
Ski Pass
Opportunities for continuing avalanche education

How to Apply

Interested applicants can send a cover and resume via email to: info@friendsofcaic.org. Please write "Program and Event Coordinator" in the subject of your email. Applications will be accepted through July 30, 2018. The expected start date for this position is September 1, 2018.