



Job Title: Event Coordinator

Compensation: \$16-\$20/Hour

Reports to: Community Director

Stapleton Master Community Association (Stapleton MCA)

The Stapleton MCA is a 501(c) 4 non-profit community development organization whose mission it is to create and sustain a “sense of community” within Stapleton through investing in current community assets, efficiently operating community facilities and providing comprehensive community programming.

Job Summary:

The Event Coordinator’s primary responsibility is to support the planning, organizing, preparation and execution of all the Stapleton MCA events. This includes activities related to the community, aquatics and event sponsors.

Duties and Responsibilities:

- Assist Event and Cube Mangers in identifying event needs including staffing and equipment.
- Assist Event and Cube Managers with preparation for all community events. This includes creating “to do” lists, itineraries and shopping for items needed.
- Assist the Event and Cube Mangers with event planning and implementation.
- Assist Membership Coordinator and Cube Manager with facility rentals. This includes meeting the client and determining their needs for the space as well as being on site or on call for the rentals.
- Organizing and maintaining the event equipment.
- Assist Front Desk Manager with front desk duties.
- Ability to coordinate and manage events on weekends and evenings.

Skill and Educational Requirements:

- Work experience or bachelor’s degree.
- Proficiency with Microsoft Office including word and spreadsheet development.
- Excellent phone, organizational and writing skills.
- Strong work ethic.
- Ability to manage multiple projects and meet deadlines.
- Ability to adhere to office procedures, practices, expectations and policies of the organization.
- Ability to write and speak articulately
- Good planning, organization and follow through.
- Innovative, creative, self-motivated, flexible.
- Ability to function within a team and be sensitive to the needs of culturally diverse individuals.
- Ability to effectively manage stress and have fun with the position.
- Ability to lift 25lbs.

