

Job Title: Program Event Manager

Location: HYBRID: Remote office hours plus on site events as needed.

Time Commitment: 12 month contract; estimated office work is 15-25 hours per month, plus events

Compensation: \$700 per month

Reports to: Vice President, Board member @ Large: Programming and Events

Supporting Staff: Member Services Administrator,, Volunteers

To Apply: Email resume and other supporting materials to WomenOfTheSummit@gmail.com

Organization Description

Women Of the Summit is a local non profit committed to creating a community that connects and champions the Women of Summit County, Colorado.

Role Description:

We are seeking a self-motivated, Hybrid, 1099 Contractor Program Event Manager to manage, organize, promote and execute all programs and events. This role requires excellent communication, organization, discretion, attention to detail, and professionalism in all interactions. The successful candidate is flexible in their time and passionate about connecting and championing the Women of Summit County Colorado.

Deliverables:

Produce the Annual Event Strategy Plan and drive the program management to execute the following events following Women of the Summit brand standards

- Signature Events: Require multi-month preparation and on site day of support.
 - One (1) January Grant Winners Celebration
 - One (1) October Women@Work Conference
 - One (1) Spring/Summer Signature Lunch Panel Event
 - Two (2) TBD Private Donor or other Fundraising Events
- Community Events: Day of On Site Support and/ Or Coordinate Volunteers
 - Four (4) Outdoor Adventures (one per quarter)
 - Twelve (12) Coffee Connections (one per month)
 - Four (4) Evening Mixers (one per quarter)
 - Four (4) Small Group Meals (one per quarter)
 - Three to Six (3-6) Volunteer or Fundraising Events (Silverthorne First Friday, Oktoberfest, etc) Schedule varies but tends to be summer heavy).
- Member Driven Events: No On Site Support required
 - Twelve (12) Member Driven Workshops one per month, in person or online.
 - Four (4) Member Driven Connections in Common (one per quarter)
- Standard Marketing Efforts
 - One Event Email Per Week in WIX
 - One Social Media Post Per Week FB, IG and Linked In either promoting an upcoming event or highlighting a past event outcome.
 - All Events posted in FB Business Page, FB Group Page and Linked In Events
 - As needed: Provide content and strategy to marketing and public relations staff or volunteers within established budgeted and scope guidelines for custom strategies.

Responsibilities

- With BOD support and guidance secure venue, photographer, volunteers, speakers, sponsors, and collateral for each event as needed. Manage all communication with these stakeholders leading up to, during and post event including contracts, payments, schedule,
- Outreach: Manage all marketing outreach activities to increase awareness of programs and events. Deploy standard efforts and/or provide content to marketing and public relations staff within established budgeted and scope guidelines for custom strategies.
- Reporting: Ensure the proper collection and regular reporting of program and financial data

- Program management: Oversee the projects, budget, and staff to ensure programs meet the organization's goals and mission
- Work with the Board of Directors and other staff, members and volunteers to design and deploy the annual event calendar and ramp up logistics
- Partner and delegate as needed to Administrative Assistant as needed and in compliance with established scope and budget guidelines.
- Provide a written monthly status update report to the Board of Directors and other staff.
- Meet with a Board member or other staff monthly providing in depth status updates (Zoom)
- Program development: Work with Women of the Summit members and stakeholders to identify and deploy desired programs and services.
- Design sustainable event management standards that build upon current best practices and can be deployed to new team members efficiently in the future.

Qualifications

- Demonstrated ability to work and communicate effectively across a team with diverse groups of people via email, zoom, in person meetings, text, and member events.
- Clerical, organizational and time management skills
- Proficiency in using WIX, GMail and GDrive Files
- Quickbooks familiarity is a plus.
- Ability to prioritize tasks and meet deadlines
- Strong attention to detail and accuracy
- Ability to work independently and work remotely including initiating collaborative communication with board members and other stakeholders as needed.
- Self Starter ready to level up the existing standards and systems and create sustainable standards.