



# MENTAL HEALTH COLORADO

## EVENT COORDINATOR Job Description

Mental Health Colorado is the state's leading advocate for the prevention and treatment of mental illness. We are a nonprofit, nonpartisan organization and an affiliate of Mental Health America.

We seek an Event Coordinator to advance both our development and educational efforts.

Responsibilities include:

- plan, design, and produce series of fundraising and educational events;
- manage all event logistics, including facilities, décor, catering, invitee lists, RSVP process, program, silent and live auctions, and promotional material;
- manage committee and volunteer activities;
- secure sponsorships and table sales;
- maintain organizational files (electronic and paper);
- communicate with event sponsors, donors, and attendees;
- cultivate relationships with community groups;
- represent organization at public events;
- identify and secure speaking opportunities for senior staff;
- support senior staff at public presentations;
- manage event schedule for president and development director;
- evaluate events.

### DESIRED QUALIFICATIONS

- Bachelor's degree
- Proven experience as an event planner or organizer
- Strong attention to detail and time management
- Excellent communication and organizational skills
- Ability to troubleshoot and work under pressure
- A passion for the cause of mental health

This is a full-time position eligible for benefits. Salary commensurate with experience.

Applicants should email a cover letter and resume to [info@mentalhealthcolorado.org](mailto:info@mentalhealthcolorado.org) by April 13; please use the subject line "Event Coordinator." Only electronic submissions will be accepted. We regret that we cannot respond to every applicant; only those selected for an interview will be contacted.

*Mental Health Colorado is an equal opportunity employer. It is Mental Health Colorado's policy to recruit, hire and promote persons in all job classifications without regard to race, color, gender, age, religion, national origin, disability, veteran status, marital status, or sexual orientation.*