



Lake County Build a Generation

*Organizing Lake County to build a healthier
community for youth and families.*

Do you love thinking about how to make a space welcoming and workable?

Are you detail oriented?

Do you love organizing events?

Do you love communicating and collaborating with others?

Are you passionate about helping to make Lake County an even healthier community?

Do you want to work at an organization full of passionate, fun, and committed individuals?

Then consider applying for the Lake County Build a Generation Event Coordinator position! Read on for more information.....



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LAKE COUNTY GOVERNMENT JOB DESCRIPTION: LAKE COUNTY BUILD A GENERATION, A PROJECT OF THE LAKE COUNTY PUBLIC HEALTH AGENCY

JOB TITLE:	Events Coordinator
DEPARTMENT:	Lake County Public Health Agency
CLASSIFICATION:	Part-time (28 hours a week), not eligible for benefits. Non-exempt.
SUPERVISOR TITLE:	Office and Finance Manager
SALARY RANGE:	\$15 to \$20/hour

FUNCTION OR PURPOSE OF THIS POSITION:

The **Events Coordinator** will coordinate support for LCBAG's events and trainings, including action team meetings, trainings, and community gatherings.

ABOUT LAKE COUNTY BUILD A GENERATION:

Lake County Build a Generation (LCBAG) is building a healthier community for youth and families. We are a project of the Lake County Public Health Agency, an EOE employer. Our staff members are passionate about youth, families, seniors, and the success of our community. For more information, please visit www.lcbag.org.

ESSENTIAL FUNCTIONS: Essential and other important responsibilities and duties may include, but are not limited to, the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Support coordinators in planning for, and executing, events and trainings. Assist with securing rooms, food, babysitting, and/or translation, as needed.
- Recruit contract babysitters and interpreters and ensure LCBAG has a pool of qualified contractors for both.
- Set expectations and standards of conduct for babysitters and interpreters.
- Work with Office and Finance Manager to order meeting supplies (such as childcare toys, plates, silverware, etc.)
- Track and provide information for staff regarding how to secure rooms for events, how to secure catering, how to secure babysitters, etc.
- Set clear expectations for staff regarding how to make and edit event support requests.

QUALIFICATIONS:

- Must be flexible and responsive to emerging needs.
- Must be organized.



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- Must have strong communications, conflict resolution skills, and resiliency skills.
- Must have a growth mindset.
- Must have event coordination skills.
- Must be able to work independently as appropriate.
- Must be able to use standard office equipment to include computer, fax machine, copier, and telephone.
- Must be collaborative and able to work with a wide variety of community leaders and community members.
- Must be able to work an average of 28 hours per week. (Some weeks may require more hours and some less).

Travel: May require some travel for trainings. May require some occasional work at night and on the weekend. Must possess and maintain a valid Colorado Driver's License and the appropriate level of personal vehicle insurance.

Work Conditions: The majority of this person's duties are performed within an indoor environment. The incumbent may be exposed to some noise (electrical, mechanical or human) on an occasional basis, and other related hazards associated with an office environment.

Career Track: This position is grant funded. The position will be dependent upon ongoing grant funding.

To apply: Please send a cover letter, resume, and list of three professional references (including at least one previous supervisor) to Bobbi Coughlin, Finance and Grants Manager, at bobbi@lcbag.org. The position is open until filled, but to be in the first round of interviews, please apply by May 1, 2019.