



Job Title: Community Engagement Coordinator
Reports to: General Manager
Job Status: Full-time hourly non-exempt position

Job Summary

The Community Engagement Coordinator will develop, maintain and produce strategies to promote the annual community celebration, to engage with the community, and to grow the volunteer program. The Community Engagement Coordinator will work closely with the Marketing Coordinator and Volunteer Committee Chair to implement plans to meet Greeley Stampede objectives and goals.

Job Duties & Responsibilities:

Marketing:

- Create and manage special events to promote the community celebration
- Create and manage programs to increase guest engagement and experiences
- Create and manage content for event website, newsletters and social media
- Oversee and manager ambassador intern and mascot programs
- Create and manage a promotions budget

Volunteers:

- Assist with promoting volunteer opportunities
- Assist with volunteer recruitment, recognition & retention
- Assist with volunteer tracking and documentation

Community:

- Represent the organization in the community through presentations, meetings, memberships and networking events for year-round engagement
- Coordinate with sponsors and organizations for off-site promotions, events and participation

Archive

- Research and obtain event history artifacts and assets
- Catalog and maintain historical photos, promotional materials and news clipping files

General

- Support and assist with other Staff responsibilities
- Support and assist with other organizational events like the Greeley Blues Jam and Stampede Foundation as needed
- Assist with day-to-day operations including:
 - o Answer phones & provide front desk support
 - o Small building projects and maintenance
 - o Customer service

Minimum Qualifications

- Bachelor's degree in a related industry or field; 1-3 years of experience in an equivalent industry or field of knowledge preferred but not required (i.e. Event Management, Hospitality, Communications or Marketing)
- Sport of rodeo knowledge is preferred
- Computer skills and experience including Microsoft Office Suite, email marketing software & website content management
- Demonstrable skills in public speaking and the development of presentations; ability to modify presentations for diverse audiences
- Ability and willingness to work outside the normal work day and effectively adjust to a seasonally changing work environment

- Superior skills in communication, interpersonal relations, and time management with a proven track record in planning and program execution
- Ability to demonstrate initiative and resourcefulness, combined with a very strong team oriented approach to work
- Excellent interpersonal skills with demonstrated patience and tact
- Ability to quickly evaluate alternatives and decide on a plan of action
- Must be able to effectively lead and direct others
- Support the mission and values of the Greeley Stampede at all times
- Possession of a valid Colorado driver's license is a requirement

Work Schedule

- The Community Engagement Coordinator is an hourly non-exempt position. The position will require flexible scheduling of work to accommodate peak times, community involvement and meetings. This position is projected for 1,600-1,800 regular hours and 100-140 overtime hours for the fiscal year.

Physical Demands

- The position requires approximately 90% seated work 10% standing work, walking, moving, and lifting during the off-season and more than 75% standing work, walking, moving and lifting before, during & after the event. The employee will be required to lift up to 50 lbs.

Compensation & Benefits

- Hourly pay rate range: \$17-20
- Benefits include health, dental and vision insurance and PTO
- Retirement fund with employer contribution after 12 months of employment

All offers of employment at the Greeley Stampede are contingent upon clear results of a thorough background check

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change with management discretion.

About the Greeley Stampede

The Greeley Stampede is a 501c4 not-for-profit community organization. The professional staff is managed by the General Manager, who is overseen by a Board of Directors, and works closely with more than 300 volunteers to produce an award-winning internationally acclaimed festival.