

Job Title: Vendor Coordinator
Reports to: Operations Manager
Job Status: Full-time hourly non-exempt position



2024 Job Summary

The Greeley Stampede is a non-profit 501c4 organization that produces, organizes, and hosts a variety of events that celebrates our nation's independence, preserves our western heritage and strengthens the community. The 7-member professional staff works closely with 500+ volunteers and 150+ seasonal staff to produce Colorado's premiere summer western celebration.

The Vendor Coordinator is a new full-time staff position that will coordinate the commercial and food vendor program. This position will also take the lead on point of sale devices and online forms while assisting with office operations. The Vendor Coordinator will report directly to the Operations Manager as part of the professional staff managed by the CEO.

Job Duties & Responsibilities:

Vendors

- Responsible for selecting Commercial and Food vendors, managing contracts, coordinating the move in/load out processes and enforcing event vendor rules and restrictions.
- Coordinate with the Weld County Health Department to comply with all food rules & regulations.
- Coordinate with the Finance Department to collect deposits & rental payments and process vendor coupon reimbursements
- Coordinate with the Marketing Department to promote shopping/food amenities and festival food award program.

Point of Sale System

- Coordinate the Point of Sale (POS) Clover system program that includes ordering, configuring, placing the registers, troubleshooting problems, pulling reports, documenting damages and returning to provider.
- Coordinate with seasonal staff to support the POS program.

Applications:

- Manage online form builder computer software to create application forms for various event programs including parades, vendors, scholarships, mutton bustin, volunteers & donations.
 - o Responsible for tracking, exporting and storing documents
- Manage online electronic waiver document computer software to create legal documents including waiver of liability forms and photo release forms
 - o Responsible for tracking, exporting and storing documents

Office Operations

- Assist with day-to-day operations including:
 - o Answer phones & provide front desk support
 - o Small building projects and maintenance
 - o Customer service

Community:

- Represent the organization in the community through meetings and networking events as needed

General

- Support and assist with other Staff responsibilities
- Support and assist with other organizational events

Minimum Qualifications

- Required minimum education: High School Diploma
- Computer skills and experience including Microsoft Office Suite and online form software
- 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

- 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 Vendor 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 1,740 regular hours and 90-100 overtime hours for the fiscal year.
- The main office hours are Monday-Friday from 8am-4pm in November until the event in June and Monday-Thursday from 8am-4pm following the event through October. The staff schedule increases as the event draws near in June. Schedule subject to change based on event status and job responsibilities.

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: \$21-24.50
- 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.

To Apply

- Email your cover letter & resume to justin@greeleystampede.org
- Window to apply is November 13, 2023-January 15, 2024 (subject to change)