



Sustainable Resilient Longmont (SRL) is seeking an experienced Event Coordinator for our Fall 2023 events. We are seeking someone who has flexibility to work independently with direction from the Board of Directors and/or Committee members to ensure a successful event. These events include a Renewable Energy Electrification event (September 2023) and the annual Longmont Sustainability Awards banquet and fundraiser (November 2023). Both events will take place in Longmont, CO, and hired staff will be expected to coordinate many aspects of both events including pre-and-post event work, as well as be present at both events.

Successful candidates will have experience in and ability to:

- Coordinate and secure venue/s for events, including site visits as needed
- Research and identify potential partners (funding partners and organizational partners)
- Communicate efficiently with sponsors, venue reps, committee members, and volunteers
- Participate in committee meetings as needed (mostly held in the evenings on Zoom)
- Create and execute marketing campaigns, including press releases to appropriate media, ads, flyers, posters, and social media promotions in the weeks leading up to the event
- Plan and coordinate logistics leading up to and day of the event, including transport of supplies to and from venue, onsite setup, venue map, signage, etc.
- Recruit and coordinate event volunteers
- Be available day of event and any necessary days prior to
- Coordinate event follow up (thank yous, return of borrowed/rented items, etc.)
- Other tasks as assigned

In your cover letter, please address:

- Experience in working autonomously and in a team environment
- Experience with sponsors (recruitment and maintaining sponsor relationships)
- Three successful events you've managed
- Anything else you think might be relevant in submitting your application for this position

Please also include:

- Contact information for three references of people/organizations with whom you have worked in a capacity similar to what we are seeking
- Current resume or CV

SRL has allocated up to \$6,000 for this position; successful completion of both events may be compensated with additional bonus; successful completion would be defined in interview and solidified in contract.

Sustainable Resilient Longmont is a 501(c)3 organization based in Longmont, Colorado. SRL collaborates with the Longmont community to cultivate a sustainable and thriving city. As the hub for education, advocacy and action, we support the three pillars of sustainability: environmental protection, responsible economic growth and social equity. We have an active and engaged Board of Directors and many engaged members and volunteers; while we hope that the contractor is able to attend some of the committee meetings, we will have one point person with whom said contractor will work with (per event) so as to avoid any confusion. Contractor will be required to complete a 1099 and will receive a w-9 from SRL. For more information, visit www.srlongmont.org

Please submit your cover letter, CV and any other relevant materials to: admin@srlongmont.org

Rolling applications accepted until position is filled, with work to start as early as mid-July.