



EVENTS AND LOGISTICS COORDINATOR

About CCALT

For 24 years, CCALT has created innovative conservation solutions. Our work has permanently conserved more than 600,000 acres of open space, natural habitat, and productive agricultural land. We are committed to the development of innovative programs and strategic partnerships that will increase the effectiveness of our work.

Summary of Position:

This position will help expand CCALT's ability to assist landowners conserve their property. Innovation, creativity, attention to detail, analytical skills, and a passion for conserving Colorado's natural resources are essential. CCALT is an organization that embraces change and strives to create innovative solutions to the challenges of our work. Personal and professional growth is both encouraged and demanded. We are looking for someone who is willing to improve existing programs, develop new tools, challenge the status quo, and work cooperatively with our team to grow our presence throughout Colorado. This position requires an individual who has the capability to work independently with initiative, motivation, and flexibility. It also demands an ability to manage a workload with multiple, often competing priorities and deadlines.

At a minimum, the Events and Logistic Coordinator will coordinate fundraising and outreach events across the state, manage grants, and provide administrative, logistical, and organizational support. The position requires regular contact with CCALT staff, board members, donors, and other key stakeholders. It will also require occasional overnight travel. CCALT operates two offices – Arvada (Headquarters) and Steamboat Springs. This position will be based out of the organizational headquarters in Arvada.

Required Skills:

- Creativity – the ability to think outside of the box and challenge the status quo.
- Innovation – the ability to create new events and opportunities to connect CCALT's work to the general public. The ability to streamline processes and create systems to create a more efficient and effective organization.
- Problem Solving – the ability to solve complex multidimensional problems.
- Accuracy – ability to manage various projects with accuracy and attention to detail.
- Writing – ability to write and communicate clearly and efficiently.
- Teamwork – ability to pitch in where needed even if it is not specifically within the job description.
- Passion – the ability to passionately convey the key messages, objectives, and goals of

CCALT to various stakeholders.

- Inspirational – the ability to inspire those with whom you work with to achieve and exceed organizational goals.

Basic Duties:

- Events
 - Coordinate logistics for all CCALT events including but not limited to the annual Forever Colorado BBQ, NWSS Dinner, and CCA Convention Reception.
 - Develop new events that are strategically aligned with delivering CCALT’s mission.
 - Develop appropriate metrics that will assist CCALT in analyzing the success of events and improve those events year after year

- General Administrative Support
 - Serve as the front door to organization with high level of professional presence; understands and effectively communicates organizational philosophies and mission.
 - Provide general administrative support to CCALT staff. This will include but not be limited to:
 - Answer calls to the main CCALT phone line and direct as necessary.
 - Coordinate organizational calendar and logistics for Executive Director’s appointments and travel.
 - Arrange for vehicle maintenance to be performed as required. Maintain current and correct vehicle maintenance logs.
 - Maintain supplies for organization with research, product ordering, receiving, inventory, and storage. This will require coordination between Arvada and Steamboat Springs offices.
 - Routine accounting support.
 - Oversight of CCALT offsite records storage unit.
 - Send information packets to interested landowners.
 - Process donations and coordinate donor acknowledgements.
 - Supervision of CCA/CCALT fellows.

- CCALT Board of Directors Support
 - Work with the Executive Director to coordinate meetings of the Board of Directors this shall include, but not be limited to:
 - Coordination of location, meals, and necessary facilities.
 - Coordination of travel (this includes securing group rates and hotel blocks).
 - Coordination of activities (this includes tours, meals and other activities).
 - Development of agenda.
 - Development and distribution of Board Packet.
 - Take minutes of board meetings.
 - Develop and track budget for board meetings and board activities.
 - Maintain organizational policies and updates.
 - Maintain annual board book.

- Grant Administration

- Manage CCALT grants calendar.
 - Search for new grant opportunities.
 - Manage and keep the grant database updated.
 - Manage reporting and compliance with all CCALT grants.
 - Ensure the completion of all reporting requirements with CCALT grants.
- Other duties as assigned
- Project file management and compliance.
 - Database management and data entry. CCALT uses a Salesforce-based data platform.

Reporting:

This position will report to the Directors of External Relations.

Minimum Requirements:

- Written, verbal, organizational and interpersonal communication skills.
- Proficiency with Salesforce, Adobe, Word, Excel, and PowerPoint.
- Able to travel occasionally to attend conferences, conventions, meetings, events and related staff training opportunities – approximately 5 times a year.
- Tactful, possessing ability to work with high degree of personal and professional initiative and maintain confidentiality. Personal reliability and regular attendance essential.
- Able to work independently, under deadlines and produce accurate work.
- Proven capacity to work effectively as a team player; working closely with all CCALT staff, Board of Directors and volunteers, as well as staff of Colorado Cattlemen’s Association.
- Knowledge, appreciation, and respect for the people and values of rural Colorado; familiarity and/or interest in agricultural issues with a conservation context is preferred. Most important is a sincere interest in these issues, with sensitivity and appreciation for the diverse interests and values of others.

Salary and Benefits: *Range: \$40K - \$50K (based on experience); flexible work environment; paid time off; retirement plan, employee health insurance (dental and vision insurance available at a cost to the employee).*

Interested parties should email a cover letter, resume, and writing sample to Erik Glenn at eglenn@ccalt.org by 5:00 pm on Monday, January 6, 2020.

This position has a desired start date of February 3, 2020.

The Colorado Cattlemen’s Agricultural Land Trust is an equal opportunity employer.