

South Platte Forum

Board/Conference Coordinator Position

Background on the South Platte Forum

Since 1989, the South Platte Forum (SPF) has been an annual venue for the timely, multi-disciplinary exchange of information and ideas important to resource management in the South Platte River Basin. The SPF is a fixture in Colorado's Front Range water community. Over the years it has been a well-attended conference, and has improved in quality of presentations while addressing challenging water topics. The two-day conference typically draws between 150 and 200 attendees. In 2019, the SPF formally incorporated and is a 501(c)3 non-profit organization.

The SPF theme, speakers, and other activities that support the annual conference are chosen by a Board. The SPF Board is composed of a diverse group of individuals who represent organizations across the water spectrum (including local/state/federal agencies, academic institutions, water providers, and consulting). The SPF Board has an immediate need for a qualified, independent contractor to serve as the Coordinator.

For more information on the SPF, visit our website at: <http://www.southplatteforum.org/>

SPF Committee/Conference Coordinator Position

The SPF Board is seeking an organized and creative Coordinator who is dedicated to continuing to improve upon the SPF Conference. The Coordinator should be well versed in event planning, communication, organization, social media/website management, and basic budgeting/financial management . The Coordinator will work closely with the SPF Board (including the Treasurer) throughout the year, and will ultimately be responsible for the planning, logistics, budgeting and reporting with the assistance of the Treasurer, on-site execution and management of the SPF Conference, which is held in October or November, annually. The dates of the 2020 SPF conference are December 2nd and 3rd.

This is a 1099 contract position which is anticipated to take approximately 10-40 hours of commitment monthly, with the bulk of hours in the months leading up to, and including, the SPF Conference. The Coordinator's time commitment for this position varies; as such, this person is expected to manage their time in order to fulfill the job requirements as outlined in the position announcement. In addition, the Coordinator is expected to provide a computer and other equipment and resources, as necessary. However, audiovisual equipment and meeting software is typically furnished by Board members at regularly-scheduled meetings. The pay will be based upon the qualifications of the selected contractor but the rate will be no less than \$7,000 annually, paid in quarterly installments.

The ideal candidate will:

- Demonstrate a history of event planning and organizational abilities
- Constructively assist Board members to meet identified deadlines

- Have strong communication skills and a commitment to effective communication
- Ensure that tasks and logistics are completed in a timely fashion so Board members can focus on topics, speakers and overall goals
- Have a strong attention to detail
- Have experience with budgeting; tracking registrations and basic financial management
- Be energetic, enthusiastic, and customer-service oriented
- Be well-versed in applying communication tools and technology such as Zoom & Microsoft Office
- Have experience with social media and basic web design and will be able to update the website and maintain the SPF social media profiles on Twitter, Instagram and Facebook.
- Bring passion, creativity and commitment to achieving the Board's mission.

An understanding of, or interest in, water resource management in the South Platte Basin is a plus, but is not necessary.

Specific responsibilities and expectations include:

Board Coordination

- Work closely with the SPF Board Chairman, and be accountable to the Board
- Schedule and facilitate monthly planning meetings with the Board between January and November leading up to the SPF (estimated at between six and ten); create agendas, minutes, and action items
- Facilitate Board members' discussions, understand their visions and goals, and determine the logistics necessary to make them a reality. Assist Board member(s) with completion of action items between planning meetings, as needed
- Work with the Board treasurer to create and maintain a budget, and track revenues and expenses, maintain accounting records, and develop monthly financial reports including venue billing review.
- Assist the Board in identifying and pursuing existing and potential sponsors.

SPF Preparation

- Ensure the Board meetings are conducted according to schedule
- Plan and execute Conference logistics, including: site and date selection, facility contract negotiation, banquet event order creation, room block management, signage, and special requests
- Create detailed Conference schedules that will keep speakers and moderators on task
- Work with Conference speakers to ensure they meet expectations and submission deadlines for their materials
- Create and work with production facilities on promotional postcards, registration brochures, and detailed event programs that include speaker bios and abstracts along with sponsor ads
- Maintain and update the SPF website and other social media avenues including Instagram, Facebook and Twitter

- Send a monthly email newsletter to promote the conference, and more frequent emails as the conference approaches to the SPF mailing list via Mailchimp

SPF Day-Of Event Coordination

- Check-in attendees
- Greet speakers and assist them with set-up
- Communicate with host facilities staff for needs related to AV, food, and any other requests from conference attendees as they arise
- Coordinate Board members activities to assist speakers

Post-Event

- Collect and summarize all conference feedback surveys
- Send out an electronic feedback survey via SurveyMonkey or other such method
- Schedule and facilitate a conference debrief call with the Board
- Reconcile final conference expenses and revenues

Applying

Submit resume and cover letter to:

Jason Marks, Environmental Planner
Denver Water
jason.marks@denverwater.org

Position open until filled.

Start date is flexible.