



Education and Events Coordinator

Job Description

The Colorado Chiropractic Association (CCA) is a small professional association representing chiropractic doctors (DCs). Established in 1917, we are one of just 5 state chiropractic associations to celebrate their 100-year anniversary. Our mission is to protect and promote the practice, philosophy, and economic growth of all Colorado chiropractors.

The Colorado Chiropractic Association (CCA) seeks a creative, flexible, self-starting, and motivated full-time Education and Events Manager. This is a new position for CCA and is ideal for a candidate with three or more years of event planning, or continuing education coordination experience. The position requires a candidate who is excited about supporting and serving the chiropractic profession. This position is well suited for a mission driven, dynamic, high energy and highly productive professional with good judgment and instincts. Ideal candidates should be intellectually curious with strong analytical skills.

This position develops and delivers profitable meetings, special events, training sessions and educational experiences that CCA members value and support. The individual carries out routine tasks and responsibilities independently with minimal supervision.

We're looking for someone to take ownership of growing our education offerings and partnerships. This is NOT a "punch the clock" type of job! Successful candidates will be innovative, interested in making constructive suggestions to improve the association, and creative in packaging and promoting membership.

Some weekends, evenings, and travel with overnight stays required.

Primary Duties and Responsibilities

- Implements and manages meetings and educational events for the association and its affiliated organizations. These include legislative events, continuing education, and annual conferences.
 - Conducts research on member needs for training, education, and information.
 - Identifies appropriate delivery methods for the training, education, and information—whether face-to-face events, printed materials, online courses, etc.
 - Recommends course content and development as needed.

- Monitors revenue and expenses and takes corrective action to meet annual budget.
- Works with the Membership and Marketing Director to solicit event sponsors. Recommends appropriate use of association resources to recognize sponsors.
- Works with the Membership and Marketing Director to promote education and special events to members and non-members.
- Secures speakers and presenters or delegates responsibility with appropriate follow-up. Coordinates speaker travel arrangements, etc.
- Researches and makes recommendations for all meeting locations.
- Coordinates the physical set-up of meeting and event functions.
- Manages on-site logistics and plans staff involvement in event.
- Conducts evaluations of meetings and events, incorporating the results into future plans.
- Works with volunteer members of the Education Committee to help them carry out their education and training activities.
- Responds to participant questions and requests related to meetings and events, assists members with registrations and access to their online accounts.
- Assists the association Executive Director and staff to communicate value of participation in association-hosted activities.

Skills and Experience

- Strong organizational skills to handle multiple overlapping activities.
- Attention to detail and ability to create processes that manage detail.
- Able to establish and meet schedules and deadlines
- Knowledge of meeting facility operations and logistics
- Proficient communication skills including public speaking, written composition, and computer operation
- Ability to negotiate fairly and firmly with meeting facility personnel, suppliers, and presenters
- Practical experience in budgeting, program planning and coordination
- Able to work with volunteers while maintaining separation of staff and volunteer roles
- Available to travel throughout the state (some overnight stays required)
- Knowledge and application of principles of adult education
- Knowledge of alternative delivery systems for educational content
- Skill in solving problems and making on-the-spot decisions
- Able to professionally represent the association
- Able to lift moderately heavy boxes and equipment

Job Type

- Full-time. Occasional work on weekends & evenings, occasionally travel to major cities for smaller 1-3 day events.

Job Location

- Denver, CO

Other

Language skills: Accurate, professional English writing and public speaking skills are essential. Ability to respond to inquiries or complaints from donors or members in a professional and friendly way. Ability to write reports or correspondence without grammatical or typographical errors. Ability to speak effectively to donors, sponsors, members, the public, students, and partners.

Reasoning ability: Must be able to identify and orchestrate tasks necessary to accomplish goal. Must be personable and able to relate and interface effectively with doctors, students, and staff.

Vehicle: Requires own vehicle transportation, a valid driver's license, and car insurance. Vehicle occasionally needed to transport booth displays and CCA materials.

Physical Demands: This position requires the ability to talk, hear, and see. The employee is frequently required to sit for long periods of time using a computer monitor and keyboard; use hands to finger, handle, or feel; and reach with hands and arms. The employee will also be required to stand, walk, stoop, kneel or crouch to pick things up or move displays around. Employee must be able to lift and/or move 35 pounds, up to 50 pounds occasionally. Specific vision abilities required include close vision, distance vision, depth perception and ability to adjust focus

Work Environment: This is a small office with individual offices for each staff member

This position description is not all-inclusive. The Events and Education Coordinator may be required to perform job-related responsibilities and tasks other than those noted here, depending on the needs of the association.

Salary and Benefits:

\$48,000- 55,000 per year, based upon experience, with comprehensive benefit package including health, dental, vision and life insurance