



## **Event Coordinator**

at The American Alpine Club

**Reports To:** Advancement Director  
**Classification:** Coordinator  
**Location:** Golden, Colorado (willing to consider remote for the right candidate)  
**FLSA Code:** Exempt

**Salary Range:** \$45,000 plus a generous benefits package

### **Event Coordinator Job Summary**

The AAC is searching for an experienced Event Coordinator. The Event Coordinator will develop, implement, and coordinate a variety of events which champion community, education, and protection of wild landscapes. From bouldering to big walls, from backcountry skiing to gym climbing, from weekend warriors to armchair mountaineers, there's a place for you at our events.

With room for creativity and growth, this position will be responsible for events ranging from the Annual Gathering and Benefit Gala to film nights, speaker events, and more. They are responsible for creating events that provide an environment of inclusion and extraordinary guest experience.

Exceptional organization is a must. The Event Coordinator is responsible for the event planning and execution, local marketing, participant experience, and overall success of the event from conception to clean up.

Interviews will be conducted on a rolling basis. We are accepting applications until the position is filled, with the goal of onboarding no later than the end of February. This position will be expected to begin full time and support the 2022 Annual Gathering the weekend of March 26<sup>th</sup>.

### **As the Event Coordinator, you will:**

#### **Planning:**

- Coordinating with the Advancement Director to establish goals and timelines
- Scouting and booking venue locations
- Securing food and entertainment
- Hiring / renting and managing audio / video needs
- Coordinating with the AAC's Corporate Partners, event sponsors and vendors to achieve stated goals and assist in their needs
- Obtaining necessary permits

#### **Marketing:**

- Coordinating with the Marketing Department to develop and execute a well-rounded marketing strategy
- Writing copy and guest communications

- Promoting the event via Facebook and other marketing outlets
- Maintain a positive working relationship with local event neighbors, communities, and authorities

**Other Duties:**

- Developing event budgets and managing accounting
- Organizing and managing volunteer team
- Solicitation and management of auction donations
- Additional duties as assigned by the Advancement Director and Chief Advancement Officer

**You are a strong fit for this role if you:**

- Believe in the AAC vision and mission
- Have excellent interpersonal and communication skills
- Minimum of 1 year experience with event production and management
- Experience with volunteer management
- An acute attention to detail
- An excellent demeanor and the ability to represent the AAC in a professional manner at all times
- Willingness to travel up to 10% of the year
- Have a climbing background and passion for the outdoor community
- Competency with Microsoft Office, Google Suites, Squarespace, and Mailchimp
- Basic accounting knowledge
- Experience with InDesign, Adobe Suites, CRM platforms a bonus

**Benefits**

The AAC currently offers a comprehensive benefits package including Club-paid medical, dental, vision, life, and AD&D insurance and an HRA medical reimbursement plan, a wellness program, a matching 403(b) retirement plan, flexible schedule, pro deals, generous paid time off, and maternity/paternity leave. Benefits are reviewed annually and change as needed and team members are notified when they occur.

**Reporting Relationship**

The Event Coordinator will report to the [Advancement Director, Heidi McDowell](#). The Event Coordinator is a member of the Advancement Team and collaborates with the entire American Alpine Club staff to plan and execute successful community events.

**How to Apply**

All who love the AAC mission are encouraged to apply, including people of color and Black, Indigenous, transgender and non-binary people.

Please email your resume and cover letter to [hmcowell@americanalpineclub.org](mailto:hmcowell@americanalpineclub.org). Use "Event Coordinator – [Your Last Name]" as the subject line – no phone calls, please. Only potential interviewees will be contacted. Applications without cover letters will not be considered.

*The AAC is an equal opportunity employer. Your gender, religion, sex life, skin color, first language, and size and ability of your body do not factor into employment decisions here. Neither do your friends in high places. If you love our mission and are good at what you do, come as you are.*

### **About the AAC**

Founded in 1902, the American Alpine Club (AAC) envisions a united community of competent climbers and healthy climbing landscapes. For more than a century, the AAC has built relationships with conservation-minded organizations and government agencies, funded and documented some of the world's most significant climbs—including historic expeditions to K2 (1938, '39 and '53), the first ascent of Hidden Peak ('58), the first American summit of Mount Everest ('63), and Antarctica's Mount Vinson ('66)—and connected climbers from a variety of backgrounds.