

The Arc of Northeast Colorado Job Posting

Title: Social Media and Events Coordinator

Date (updated): 8/12/2025

Reports To: Director of Development

FLSA Status: hourly, non-exempt

Compensation Range: \$48,418 - \$55,681, per qualifications and experience

- Typical starting hire range \$50,000 - \$53,000
- May be eligible for year-end bonus



Benefits:

- **Signing Bonus:** varies, based on role, demand and pay range
- **Insurance Options:** medical, dental, vision, life insurance, accident, hospital indemnity, critical illness, and more
- **Leave Benefits:** vacation, sick leave, public health emergency leave (if applicable), FAMLI leave, compassionate leave, military leave (if applicable)
- **Disability Coverage:** short-term and long-term (long-term is for salaried positions only per vendor)
- **Retirement:** 401(k)
- **Other Benefits:** birthday time off, paid holidays (6) plus a winter break week, training and professional development, tuition reimbursement
- **Additional Compensation:** voting and jury duty compensation (if applicable)
- **Work Environment:** hybrid model with some required in-office days weekly

Office Location: Greeley, Colorado

Working Region: Weld, Logan, Morgan, Washington, Sedgwick, Phillips, and Yuma counties

Summary Description:

Are you passionate about inclusion and self-determination for people with intellectual and developmental disabilities (IDD)? Are you interested in sharing this passion with the community at large, while concurrently impacting people with IDD on an individual level?

The Arc of Northeast Colorado (The ANECO) is a 501(c)3 nonprofit organization committed to providing advocacy and community to individuals with IDD, their families and community. The Social Media/Events Coordinator will be responsible for planning, organizing, and executing events that align with The ANECO's mission and goals. This role includes social media needs for the agency, managing all aspects of event logistics, and ensuring events are delivered on time and within budget. The Social Media/Events Coordinator will play a key role in strengthening the organization's presence in the community, fostering relationships with donors, and increasing overall engagement.

Essential Functions:

Content Creation Management: anticipated 45% of time

- Develop and maintain a content calendar that aligns with organizational goals and campaigns monthly
- Create engaging and visually appealing posts for various social media platforms, including text, images and videos daily
- Ensure brand consistency and voice across all digital content daily

Event Planning and Execution: anticipated 30% of time

- Develop and manage detailed project plans for events, including timelines, budgets, and logistics
- Coordinate all aspects of event participation, including venue selection, vendor management and staffing
- Act as the primary point of contact during events, addressing issues promptly and professionally
- Ensure events are accessible, inclusive and aligned with our agency's mission
- Work closely with volunteers and staff to execute events effectively
- Participate in public speaking as assigned intermittently

- Complete post-event activities, including evaluations/surveys and prepare comprehensive reports regarding event outcomes, including financial performance and attendee engagement
- Conduct post event evaluations to assess effectiveness and gather feedback for improvement

Fundraising and Sponsorship: anticipated 15% of time

- Develop sponsorship packages and presentations tailored to prospective donors
- Track donor acknowledgements and ensure recognition during and after events

Community Engagement: anticipated 10% of time

- Lead employee support of Community Ambassador with Greeley Area Chamber of Commerce Leads group
- Lead employee for annual Inclusive Carnival with the Greeley Independent Stampede
- Primary photographer for hosted events multiple times annually, along with photo bank management weekly or frequently as needed

Other duties as assigned

Job Qualifications:

- **Education and Experience:**
 - Bachelor's degree in event planning, nonprofit management, marketing or a related field, or equivalent experience
 - Minimum of 2 years' experience in event planning, preferably in a nonprofit setting
 - Bilingual Spanish preferred
- **Technical Skills:**
 - Proven ability to communicate effectively both orally and in writing, illustrations may be requested
 - Highly developed organizational skills with strong attention to detail
 - Proficient use of Microsoft Suite and standard office equipment
- **Personal Attributes:**
 - Must support the mission, vision, and values of The ANECO
 - Self-motivated to set, attain, and surpass goals with minimal supervision
 - Demonstrated ability to work as part of a team
 - Ability to handle confidential information with professionalism and discretion
 - Exemplary development of professional conduct
 - Flexibility is an essential attribute for this position, with a willingness to take on additional duties or change courses, to ensure the success of the organization in dynamic and varied environments
 - Be a lifelong learner by participating in training and professional development activities on an ongoing basis
- **Additional Requirements:**
 - Must consent to and pass a pre-employment criminal background check and motor vehicle record check (which must also be provided by the applicant prior to hire and annually thereafter)
 - Must have own personal transportation, a valid driver's license and vehicle insurance as required by Colorado law

Schedule Flexibility Expectations

- Our work often aligns with community needs, meaning schedules can shift based on project deadlines, events, or other unexpected needs, frequently organized as weekend or evening events, requiring staff to work outside typical business hours
- Flexibility is required for community outreach events, collaborative community opportunities, etc.
- Some agency hosted events require all staff to attend, including a full weekend for the Families in Action (FIA) retreat each summer, as well as special events that are scheduled approximately monthly; the Office Manager can provide a list of such events upon request
- Compensation for irregular hours may come in the form of time-off in lieu (TOIL) or flexible start and end times

Work Environment and Physical Demands:

- Operates in a professional, and at times personal, office environment, as well as in the field such as schools, childcare settings including camp-like environments

- Requires the use of standard office equipment, such as computers/laptop, photocopiers, scanners and filing cabinets
- Frequently required to stand, walk, use hands and fingers, handle or feel, reach with hands and arms
- Must be physically able to lift up to 30 lbs., as well as sit for extended periods of time, as the primary duties are sedentary and performed seated at a desk

Travel:

- Frequent travel can be expected locally throughout Weld County, in proximity to the Denver Metro area and the Northeastern counties of Colorado; typically, less than a few hours per week unless distance travel is needed to Northeastern Colorado

The ANECO offers a competitive salary including an excellent benefits package, contingent on experience and qualifications. We are an equal opportunity employer; all qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender or gender identity, sexual orientation, veteran status, disability or national origin. Full-time employees (defined as 30 hours/week or more) have the option to elect partially paid benefits.

How To Apply:

Send a thoughtful, professional cover letter, resume, a professional, original marketing AND social media post sample regarding our Styles Beyond Stereotypes Fashion Show ([A Fashion Show to Break the Stereotypes of Those with Disabilities](#)) to Tiffany Ochoa, Office Manager, at tiffany@arcneco.org or via mail at PO Box 338047, Greeley CO 80633.

Closing Date:

For applications to receive full consideration, all requested application contents must be received by 5pm on Friday, September 12, 2025.