

# South Platte Forum

## Planning Committee Coordinator Position

### Background on the South Platte Forum

Since 1989, the South Platte Forum (SPF) has been a 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 grown in attendance and improved in quality of presentations while addressing challenging water topics. The two-day conference typically draws between 120 and 150 attendees.

The SPF theme, speakers, and other activities that support the annual conference are handled by a committee. The SPF Planning Committee (Committee) is composed of 13 persons (including the Chairman) with diverse water expertise. The Committee has an immediate need for a qualified, independent contractor to serve as the Committee Coordinator.

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

### SPF Committee Coordinator Position

The Committee is seeking an organized and creative Coordinator who is dedicated to continuing to improve upon the SPF. The Committee Coordinator should be well versed in event planning, communication, and facilitating professionals to consensus decisions. The Committee Coordinator will work closely with the Committee throughout the year, and will ultimately be responsible for the planning, logistics, and on-site execution and management of the SPF, which is held in October, annually.

This is a 1099 contract position, and pays a fixed amount of \$7,000. The contractor'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 contractor is expected to provide a computer and other equipment and resources, as necessary. However, audiovisual equipment and meeting software is typically furnished by Committee members at regularly-scheduled meetings.

The ideal candidate will:

- demonstrate a history of planning and organizational abilities;
- constructively assist Committee members to meet deadlines;
- have strong communication skills and a commitment to effective communication;
- ensure that tasks and logistics are completed in a timely fashion so Committee members can focus on topics, speakers and overall goals
- have a strong attention to detail;
- be energetic, enthusiastic, and customer-service oriented;
- be well-versed in applying communication tools and technology such as Web-Ex; and
- bring passion, creativity and commitment to achieving the Committee's mission.

*An understanding of, or interest in, water resource management in the South Plate Basin is a plus.*

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Specific responsibilities and expectations include:

### Committee Coordination

- Work closely with the SPF Committee Chairman, and be accountable to the Committee.
- Schedule and facilitate planning meetings (estimated at between four and six) with the Committee between February and October, leading up to the SPF; create agendas, minutes, and action items.
- Facilitate Committee members' discussions, understand their visions and goals, and determine the logistics necessary to make them a reality. Assist Committee member(s) with completion of action items between planning meetings.
- Work with the Committee treasurer to create and maintain a budget, and track revenues and expenses.
- Assist the Committee in identifying and pursuing existing and potential sponsors.

### SPF Preparation

- 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 and ensure the meetings stay on time.
- 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, as necessary.

### SPF Coordination

- Check-in attendees.
- Communicate with host facilities staff for needs related to AV and food.

### **Applying**

Submit resumes and cover letters by Monday, January 30, 2017 to:

Jason Marks, Environmental Planner  
Denver Water  
1600 12<sup>th</sup> Avenue  
Denver, CO 80204

[jason.marks@denverwater.org](mailto:jason.marks@denverwater.org)