
MARKETING AND EVENTS COORDINATOR

First Descents (FD) is seeking a Marketing and Events Coordinator (MEC) to join the Marketing Department. The ideal candidate is organized and creative. As a key point of contact within our community, it is imperative the MEC is passionate about our mission and demonstrates our commitment to diversity, equity, and inclusion (DEI) in the outdoor and healthcare spaces.

RESPONSIBILITIES:

Reporting to the Senior Marketing Manager, you will routinely support the Marketing Team with the following:

- Support the design and execution of FD's feature events, including the FD Ball, Out Living It Festival, and regional alumni and donor gatherings. Key responsibilities include attendee registration, event logistics, and vendor management.
- Manage, steward, and advance FD's community event partners, including the Leadville Race Series, TransRockies Run, High West Oyster Fest, Tap Cancer Out, and Haymakers for Hope.
- Manage FD's social media channels, content development, and creative assets.
- Support graphic design and collateral development
- Support general content generation and copywriting needs
- Manage online store orders and fulfillment
- Manages First Descents general info@ email account
- Other duties and projects as assigned

DESIRED SKILLSET:

- You pride yourself with your organizational, detail management, and communications skills
- You're excited to learn about the event production space
- You're familiar with social media marketing and content management
- You have experience in design, specifically with the Adobe Creative Suite
- You're self-motivated and eager to jump into projects (put another way, you're a problem solver!)
- You have exceptional written and verbal communications skills
- You are energetic and enjoy engaging with staff, partners, and vendors

The First Descents Team is a close-knit group of individuals. We are looking for someone who is humble, motivated by challenge, collaborative, curious, and likes to laugh. We are extremely busy at certain times of the year, so your willingness to get the job done and take on additional responsibilities as needed is appreciated. At the same time, we support one another and encourage self-care.

INSIDE DETAILS:

This is a full-time, non-exempt hourly position based at our headquarters in Denver, CO, typically working from 8:30am to 4:30pm on weekdays. Naturally, event production requires some weekend and evening work and hours will be adjusted accordingly surrounding these events.

We offer competitive health benefits, 4% employer retirement matching, twenty-five days of PTO annually, paid parental leave, a professional development stipend, a health and wellness stipend, staff retreats and



outings, an amazing office environment (with adjustable standing desks, ping-pong tables, and well-behaved dogs), and a trip to one of our programs each year to experience FD's work first-hand.

First Descents prides itself on being a fiercely inclusive community with an ongoing commitment to diversity, equity, and inclusion (DEI). We know that cancer and other serious health conditions do not discriminate, and we're dedicated to serving all categories of identity. Our programs use the healing power of adventure to build supportive networks and ignite the *Out Living It* spirit.

The compensation range for this position is \$17.80 - \$20.20 per hour.

APPLY:

If you're passionate about contributing your skills and enthusiasm to help us serve countless more young adults impacted by cancer and other serious health conditions in the years to come, we want to hear from you!

To get started, send your resume as well as a great cover letter to marketing.jobs@firstdescents.org. We want to get to know the real you, and why you would be a great addition to our team - be sure to let this shine through by demonstrating important life experiences, personal interests, and skill sets.

First Descents is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.