



Job Title: Event Center Coordinator
Department: Resident Services
Reports To: Aspire 3D Executive Director
Position Classification: Variable Hour, Part Time
Approved Date: January 2020

Position Purpose:

The Mirasol Event Center Coordinator as an important member of a skilled and diverse staff, works directly with residents of the Mirasol Senior Living Community. The Event Center Coordinator manages the daily operations of the Mirasol Event Center and collaborates with the Mirasol Services Navigator to plan, schedule, and execute a program of ongoing events, activities, and services for all residents of the Mirasol Senior Living Community who are seeking wellness opportunities.

Essential Duties:

- Plan, schedule, and execute events, activities, and services for residents of the Mirasol community. This may include holiday dinners, fitness classes, health fairs, afternoon teas, local and extended trips, etc.
- Manage facility related issues to include, but not limited to opening the building Monday through Friday with possible weekends, submitting work orders, space allocation, and light duty custodial tasks.
- Coordinate day to day operations of the event center, which may include procurement of supplies, reservations, and event set up and clean up.
- While maintaining the appropriate level of privacy and confidentiality, report concerning resident behavior to the Mirasol Services Navigator and/or Housing Coordinator.
- Manage the Event Center's technology and equipment including door access systems, security systems, AV equipment, computer equipment, and gaming systems.
- Coordinate weekly trips by working with the Mirasol bus driver as well as serving as the backup bus driver.
- Handle in-person and telephone inquiries, refer to Navigator and/or Housing Coordinator as appropriate, and host tours of the Event Center.
- Attend and contribute to the Event Center Advisory Council meeting.

Job Qualifications:

- Must possess and maintain a valid Colorado driver's license with an acceptable driving record (no major violations within the last 3 years) and be insurable through our insurance carriers.
- A criminal history and motor vehicle background check is required.
- Must be mission orientated and focused on providing residents with opportunities for home and community through affordable housing.
- Must be able to interact with a diverse population in a professional and non-judgmental manner.
- Must be able to establish effective working relationships with residents, co-workers, other professionals, and community members.
- Must have the ability to be flexible and have a teamwork approach.
- Must have ability to respect the privacy and confidentiality of staff and clients.
- Must be able to demonstrate effective conflict resolution skills with a high degree of tact and diplomacy.
- Must have the ability to prioritize duties, work independently, and adhere to deadlines.
- Must always display a professional and positive attitude.
- Must have knowledge of office practices, procedures, and equipment.
- Must be technology proficient with the ability to operate AV equipment, entertainment systems, LHA computer systems, and software including Microsoft Office Suite, (Word, and Excel Outlook).
- Must be able to communicate professionally via email, text, Outlook, and phone.
- Must be able to work non-standard hours during evenings and weekends.
- Must be able to lift or move up to 25 pounds.



Education and Experience:

- Experience with activity programming and facility management in an elder adult community is highly desired.
- High School diploma or equivalent required, Bachelor's Degree in related field preferred

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.