



PEAK EDUCATION
REACH HIGHER

Event and Communications Coordinator

Location: Colorado Springs, CO

Reports to: Claudia De Santiago, Director of Development

Why Work at Peak Education?

At Peak Education, we're more than a college and career resource—we're a dynamic, mission-driven team committed to unlocking the full potential of students throughout the Pikes Peak Region. We envision a world in which all youth have equal opportunities to reach their dreams, and in which educational attainment and meaningful careers are open to all regardless of their circumstances. We believe that self-determined and fulfilled individuals strengthen our collective future. Since our founding in **1997**, Peak Education has been a trusted and engaged force in the Colorado Springs community. What began as a scholarship and support program for a handful of high school students has grown into a full-scale college and career readiness initiative serving over 400 students and families annually. Our deep roots and longstanding relationships with schools and community partners make us uniquely positioned to create real, lasting change.

Job Description

The **Event and Communications Coordinator** plays a key role in executing high-quality programming and events for Peak Education. This position provides logistics, communication, and storytelling support to ensure all events are mission-aligned, culturally responsive, and effectively engage students, families, donors and community partners. This role requires creativity, organizational skill, and a passion for uplifting youth voices.

Key Responsibilities

Event Support

- Coordinate logistics and on-site execution for Peak Education events. The position supports both student and family focused events and fundraising and community outreach programming.
- Collaborate with Office Manager and teams to ensure student and family experiences are seamless, welcoming, and engaging.
- In coordination with the Marketing and Communications Manager, develop a communications plan for each event as well as proofread event communications.
- Oversee the setup and management of events in the CRM system, including building and managing event registration pages, maintaining event templates, scheduling and sending communications and monitoring registrations and attendance throughout the event lifecycle (pre-event, on-site and post-event).
- Develop run-of-show, registration, and post-event follow-up plans with staff support.
- Support the fulfillment of any sponsorship or partner recognition elements during events.
- Coordinate logistics and ensure a positive guest experience when external partners or community members rent or reserve space in the Peak Education building. This includes setting up space, confirming reservation details, and serving as a point of contact before and during their use of the facility.

- Maintain and monitor event budgets
- Provide reports about event attendance and attendee experience

Core Program Communications Support

- Develop and execute event-related communications including invitations, email updates, print materials, social media posts, and day-of signage.
- Source and organize student and family stories, testimonials, and multimedia content from Core events to elevate youth voices and inform broader communications efforts.
- Assist with preparing student-facing materials such as event flyers, slide decks, and family handouts that align with Peak Education's tone and brand.
- Support social media content strategy by drafting and scheduling posts that highlight Core Program events and milestones.
- Contribute to campaign and outreach execution (email, social, mailers) through formatting, proofreading, photo curation, and content coordination.
- Help maintain a photo and media archive from events to support storytelling, reporting, and outreach.

Collaboration & Admin

- Coordinate with the Marketing & Communications Manager and program staff to ensure alignment of messaging, timelines, and branding.
- Maintain stakeholder contact lists (students, families, partners) and update CRM or communication platforms as needed.
- Participate in planning meetings and help track deadlines across projects.
- Provide general administrative and logistical support for cross-departmental communications and community outreach.

Minimum Qualifications

- 2+ years of experience in event planning, nonprofit communications, education, or administrative support.
- Demonstrated writing and communication skills with attention to tone, clarity, and cultural responsiveness.
- Strong organizational skills and the ability to manage multiple deadlines and logistics simultaneously.
- Comfort interacting with youth and families from diverse backgrounds.
- Proficiency in Microsoft Office Suite and comfort with tools like Canva, Google Workspace, Mailchimp, or similar platforms.
- Availability for occasional evening or weekend events.

Preferred Qualifications

- Experience working in a youth-serving organization or educational setting.
- Familiarity with social media management tools and communication scheduling.
- Comfort sourcing and organizing stories, testimonials, or event media.
- Basic knowledge of CRM platforms (e.g., Salesforce, GiveSmart).
- Bilingual (Spanish/English) preferred but not required.

Compensation & Benefits

- The expected pay range for this role is the equivalent of \$52,500-\$60,000 annually
- This position is classified as FLSA exempt.
- The expected work schedule is 40 hours per week, with occasional evenings and weekends as

needed. Occasional overtime may be required.

- Two health insurance options, including a choice between a high-deductible plan with an employer-matched Health Savings Account and a traditional plan
- Dental Insurance
- Vision Insurance
- Life / Disability Insurance
- 403(b) with up to 5% employer match (of employee contribution)
- Nine paid holidays each year
- 20 days of vacation each year
- Seven sick days each year
- Flexible work schedule with the option to work from home one day per week.

Instructions to Apply:

Please submit a resume and cover letter outlining your qualifications and interest in the position to Claudia De Santiago (Director of Development) at HR@peakedu.org . Application consideration is rolling and will remain open until the position is filled.

At Peak Education we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates