



P.O. Box 89

Grand Junction, CO 81502

205 N. 4th St., Suite 2710

Grand Junction, CO 81501

Phone 970.733.2199

www.WSCOGA.org

Job Description

POSITION DESCRIPTION

Chapter Coordinator

ORGANIZATION

WSCOGA's mission is to develop Western Colorado Natural gas and petroleum products for the benefit of society. For more information, please visit www.wscoga.org

WSCOGA is an affiliated chapter of the Colorado Oil & Gas Association, a nationally recognized trade association that aggressively promotes the expansion of Rocky Mountain natural gas markets, supply, and transportation infrastructure through a growing and diverse membership.

POSITION

The position of Chapter Coordinator (Coordinator) is hired by and reports to the Executive Director. The Coordinator provides logistical and administrative support to the Executive Director and the membership while managing day-to-day affairs of the office; coordinating event logistics; and, serving as Executive Assistant to the Executive Director. The coordinator position is part-time with an expected 25 hours a week. Specific schedule is flexible within traditional business days and hours. This position has great opportunity for professional growth within the organization.

RESPONSIBILITIES

- Assist the Executive Director in membership development and respond to membership needs and concerns in a prompt fashion with emphasis on customer service.
- Coordinate association event planning with Executive Director, consultants and Events Committee.
- Manage pre and post event association event logistics; delegate event logistical support to contractors and volunteers for: Annual Charity Golf Tournament; Colorado Energy Scholar Awards Banquet; WSCOGA Bull Ride N' BBQ; and, additional or intermittent association events as needed.
- Coordinate contractors relevant to association events and office management.
- Coordinate with Executive Director in creating event budgets and annual association budget requests.



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- Manage office and administrative functions of the association including administrative support to the Executive Director; sustaining ongoing office task (“to do”) list; monitoring and maintaining office supplies and welcoming office environment. Answer all “front line” general association phone inquiries and emails and website communications.
- Maintain desktop and online software and accounting tools relevant to office administration and event logistics including event-management software, QuickBooks Online, Office 365, phone system, website, social media and other IT related platforms relevant to administrative functions.
- Manage administrative tasks for association meetings in coordination with the Executive Director including meeting meals, room reservations, creation of draft agendas, print materials, technology needs, note taking, teleconferencing logistics and membership inquiries.
- Coordinate with Executive Director the monitoring of association social media communications while finding new and creative way to enhance association presence and communication on social media platforms.
- Monitor and update association website content.

QUALIFICATIONS

- An ideal candidate is a proactive, self-directed person with experience in and proficiency with graphic design; Microsoft office applications; proof-reading; letter writing; and, social media applications
- Excellent writing/editing and verbal/technological communication skills
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
- Ability to attend all WSCOGA related meetings including but not limited to board meetings, task force meetings, committee meetings and some community meetings
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives
- Must be able to work nights and weekends as association events and special meetings demand



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Position is part time and requires 25 hours per week with intermittent night and weekend event responsibilities. For the right candidate, full time would be considered.

Hourly pay is \$20-\$25 depending upon your experience.

To apply, please send a resume and cover letter by February 26, 2021 to Chelsie Miera at chelsie.miera@wscoga.org.