



Job Description

The Stapleton Master Community Association (MCA) is a 501(c) 4 Non Profit Community Development Organization whose mission it is to create and sustain a sense of community at Stapleton through comprehensive parks & recreation management, community events & programming and support of community cultural facilities. The Stapleton MCA is responsible for the long-term operation, maintenance, programming and improvements of all property owned by the Park Creek Metropolitan District

Job Title: Lifestyle and Events Director

Supervisors: Direct supervision from the MCA Executive Director

Summary: The Stapleton MCA is seeking a qualified candidate to serve as Community Lifestyle and Events Director. This is a full time position being hired by the Stapleton MCA to manage all current and future cultural and educational programming and community wide events consistent with the mission of the Stapleton MCA. This position will be directly responsible for the organization and production of community concerts, summer movies, and seasonal festivals. The position will oversee third party events that the MCA contracts with to maintain quality and standards consistent with the community at large which include Summer Markets on the Green. In addition the position will manage community communication including online information, forums and resident communication.

Primary Functions:

- o **Summer Events:** Direct, organize, and implement all community events, Concerts, Movies and other planned events. Work with the community to develop events that are appropriate and desired
- o **Cultural Programming:** Develop and implement visual arts, theater, and other cultural programs in the community. Work with the community to establish an active cultural arts program in the community
- o **Community Festivals:** Create, direct, organize and implement festivals for the community. Work with Forest City, The Stapleton Foundation, community schools and others to organize community festivals
- o **Community Fee Grants:** Work with the community to appropriate funds received from the Community Investment Funds. Work with the Stapleton Foundation to coordinate projects financed through the Community Investment Fund
- o **Parks & Programming Rentals:** Direct, organize, and manage the programs in the community parks, Manage the rental process for the community parks.
- o **Resident Communications:** Direct and develop responses to community questions and concerns. Direct and develop communications from retailers to the community
- o **Retail Communications:** Direct and implement all communications from retailers to the community. Work with retailers to establish programs that provide a positive synergy between their business and the community



Secondary Functions:

- o Assist Executive Director in the overall mission of the Stapleton Master Community Association as required.
- o Assist Aquatics Director to coordinate facilities and programs that benefit the residents of Stapleton.

Equipment/Computer Skills: Computer literate including MS Word, Excel, Access, Front Page, Power Point, Adobe Acrobat, QuickBooks and Internet protocols. Understanding of computer based ID and reservation system. General understanding of the operation

Job Qualifications: Position requires an individual who is highly motivated, with proven supervisory, operations management and event production skills. Proficiency in computer operations, ability to manage fiscal resources. Excellent written, verbal, and presentation skills, strong team leader, ability to deal with difficult situations.

Education and Experience Requirements

- o College Degree required (in Business, Management, Education or related field)
- o 3-5 years experience Community Management or related industry
- o 3-5 years of increasing supervisory and management experience

Licenses/Certifications:

- o Certified Community Manager Preferred

Status: Regular – Fulltime Exempt employee approx 40+ hrs / week (Requires evenings and weekends hours)

Compensation: Competitive Salary D.O.E.

Benefits: Health Insurance, Dental Insurance, 401K Plan, Long Term Disability Insurance, Life insurance.

Interested Candidates should send cover letter, resume, 3 professional references & salary history to:

Keven Burnett
Executive Director
2823 Roslyn St.
Denver, CO. 80237
jobs@stapletoncommunity.com