



Submit resume and cover letter to:
Northern Water, 220 Water Ave.
Berthoud, CO 80513
Email Preferred: careers@northernwater.org

Posted: 1-13-2025
By: JG
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By:

Meeting Support Specialist

Division/Department: Finance and Administration/Communications
Reports to: Communications Department Manager
Location: Berthoud, CO
Type of Position: Full-time
Status: Non-exempt
Salary Range: \$26.89 - \$29.59

GENERAL STATEMENT

This position is responsible for the successful planning of a variety of meetings, including coordinating calendars, department coordination, meeting setup, registration, catering and more.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans and coordinates Northern Water meetings by aligning calendars across two campuses, meeting requests, registration, catering and more. Meetings include, but are not limited to, management meetings, division and department meetings, participant meetings, trainings and more.
- Facilitates all event and meeting requests alongside Corporate Events Specialist to coordinate organizational calendars with responsible departments.
- Schedules all meetings, allowing for setup and cleanup, and ensures details are conveyed within conference room calendars.
- Coordinates with division and department staff to ensure meetings meet all needs for audio/visual equipment, facilities, administrative and more.
- Works directly with Facilities and Equipment Department to ensure conference and meeting room setup.
- Manages all catering needs for meetings including ordering, setup, cleanup and occasional pickup of supplies.
- Coordinates use of campus facilities with outside partners seeking conference meeting space.
- Prepares meeting agendas and details, registration, informational packets and other correspondence in coordination with the Communications Department.
- Utilizes customer relationship management (CRM) system to manage meeting contacts, registration and conference room setups.
- Serves as a staff liaison for the meeting host to facilitate a seamless experience.
- Facilitates meetings through Zoom or Teams video conferencing, including monthly Board of Director and committee meetings.
- Orders materials for meetings and tracks inventory.

MEETING SUPPORT SPECIALIST

- Assists in marketing Northern Water's presence at events, conventions and presentations by coordinating materials and displays.
- Assists in all corporate events efforts, including, but not limited to, symposiums, conferences, workshops, tours, stakeholder events, employee events and more.
- Maintains a calendar of outreach activities, including community events, workshops, appearances and other marketing opportunities.
- Collaborates closely with Corporate Event Specialist.

OTHER DUTIES AND RESPONSIBILITIES

- All other duties as assigned.
- Performs administrative duties as needed.
- Maintains a working knowledge and thorough understanding of the history and operations of Northern Water, the Municipal Subdistrict, and related water projects and topics.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education

- Associate degree or certification in event planning or management, hospitality or a related field, or a combination of relevant education and experience.

Experience

- Experience in related job experience performing meeting coordination, events, hospitality and administration.
- Experience in coordinating and running virtual meetings.

LICENSE, CERTIFICATE AND CREDENTIAL REQUIREMENTS

- Valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Meeting planning.
- Multi-department coordination to execute meetings.
- Vendor coordination.
- Virtual meeting coordination.
- Solid understanding and use of English.
- Event management desired.

Skills

- Solid writing and editing skills.
- Solid oral communication and public speaking skills.
- Solid grammar and composition skills.
- Strong active listening skills.
- Proficient in the use of Microsoft Office products and database management.

Abilities

- Organized with excellent time management.
- Self-starter and self-motivator; willing to take initiative on projects.
- Create and maintain a positive working relationship within the organization, as well as the public and water users.
- Work productively and independently as part of a team.
- Flexible and adaptable, especially with meeting schedules and before and after hour needs.

- Keep sensitive topics and materials confidential.

PHYSICAL REQUIREMENTS

- Walk and climb stairs daily.
- Lift supplies up to 25 pounds.
- Sit and stand for extended lengths of time.
- Drive for meeting supplies and to off-site meeting locations, if needed.
- Walk across campus for multiple building meeting setup.
- Keyboard entry and use of mouse for extended periods of time.
- Must be able to meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

OTHER REQUIREMENTS

- May occasionally require before hours, evening and weekends based on meeting needs.
- May occasionally require travel, sometimes overnight, to West Slope offices in Granby for meeting coordination.
- Maintains a personal appearance appropriate for job position and image of Northern Water.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, genetics, veteran status or other legally protected characteristics. Northern Water complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Northern Water also prohibits any form of workplace harassment in accordance with these laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.