



CURRENT OPEN POSITION: Senior Coordinator - Full-Time, Exempt (Eligible for benefits)

[Early Milestones Colorado \(Milestones\)](#), a dynamic, action- and results-oriented statewide nonprofit located in Denver's North Capitol Hill neighborhood, is seeking a thoughtful, highly organized professional for the Senior Coordinator role. The candidate must thrive on planning and organization, have a sense of urgency when tackling and finishing projects, feel comfortable asking questions and contributing to a continuous learning environment, and approach projects and people with a supportive, flexible attitude.

If you are looking for a position with purpose and are excited to provide support to a mission-driven organization, you may be a perfect fit for our team.

Summary of the Position:

The senior coordinator helps to ensure smooth internal and project-based operations in the organization. This role handles a wide range of tasks including operations and financial management support, project coordination, meeting planning, board relations, grants coordination, and some communications support.

What you'll do:

The senior coordinator works closely with the Director of Operations and the Director of Initiatives to provide support and coordination including, but not limited to:

- Operations and Financial Management Support: oversees office supply inventory; prepares check requests, prints checks, and tracks project expenses monthly; primary contact for IT consultant, and coordinates equipment configuration and repair.
- Project Coordination: prepares materials and provides support for project meetings, calls, and webinars; collects key performance indicators and project data; participates in and represents organization in external workgroups; and supports initiatives such as the Early Childhood Workforce Innovation project.
- Meeting Planning: meeting scheduling and complex calendar management with staff and external partners; and coordinates meeting logistics including processing registrations, developing timelines, and creating presentations for multi-day retreats or convenings.
- Board Relations: board member communications; board meeting planning and logistics; and production of meeting minutes and other board-related documents.
- Grants Coordination: provides support to the Executive Director and Director of Initiatives in the tracking and preparation of grant proposals and reports, as well as compiling and summarizing project evaluation activities.
- Communications Support: some broad stakeholder communication coordination; occasional website and social media coordination as needed.

What we're looking for:

- High School Diploma required; Bachelor's Degree preferred.
- 2-4 years in high-volume coordination or administrative roles; completed coursework considered in lieu of experience.
- Demonstrates personal qualities of integrity, credibility, and a commitment to and passion for the mission of Early Milestones Colorado.
- Excellent knowledge and experience with Microsoft Office, proficient with Excel spreadsheets.
- Strong verbal and written communications skills with the ability to communicate with external stakeholders articulately both verbally and in writing.

- Ability to meet deadlines and manage multiple priorities.

Background of the Organization:

Milestones is a statewide nonprofit organization with a simple yet ambitious goal - *to make Colorado the best place to raise a child*. Our small but mighty team works with local communities, state agencies, foundations, and national experts to create lasting improvements for children prenatal through age eight across the areas of learning and development, health and well-being, and family support and education. Milestones' staff consists of highly motivated self-starters who are committed to the success of the organization and who work both independently and collaboratively with outstanding results.

Early Milestones Colorado seeks diverse perspectives, experiences, and skills to enhance our culture. An important part of our culture is our team's core values that include a culture of learning and flexibility; personal responsibility; feeling supported and supporting others; and maintaining balance. If you value the same and are seeking to inspire and be inspired by a vibrant, thriving, mission-driven organization, Early Milestones Colorado may be a great fit for you.

Benefits:

Milestones is proud to be recognized as a Family-Friendly (FF+) Business through [Health Links](#). Benefits include medical, dental, vision, paid time off (vacation and personal days), parental leave, a matching 401K plan, ongoing professional development, and the opportunity to work with and learn from a terrific team!

Application Process:

Please send your resume and a cover letter to recruiting@earlymilestones.org.

Milestones is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, military status, marital status, genetic information, gender expression or identity, sexual orientation, or any other status protected by applicable federal, state, or local law.