



Job title	<i>Destination Imagination Program Administrator</i>
Reports to	<i>Destination Imagination Colorado Executive Director</i>

Job purpose

The DI Colorado Program Assistant is responsible for assisting the Executive Director in the smooth running of our organization. This position is highly administrative, but also includes event planning and management, and volunteer support. This position requires an independent worker, someone comfortable with administrative and customer service tasks as well as overseeing event logistics. This position requires some availability on weekends and evenings.

Duties and responsibilities

- Organizes event logistics for numerous DI training and marketing events, including but not limited to annual kick off, trainings and tournaments, including organizing food, registration, collection and tracking of registration fees, printing and insurance
- Organizes and inventories DI store, event supplies and equipment
- Manages non-competition aspects of the Affiliate Tournament, including but not limited to organizing volunteers, food, Expo, and Kick-Off.
- Bookkeeping
- Updating and maintaining website
- Communications to team managers, volunteers, and other parties
- Understands the Destination Imagination Program, and be able to assist team managers and volunteers with questions and concerns
- Markets the DI Colorado Program
- Attends events

Qualifications

- Organization skills
- Ability to work independently
- Ability to juggle multiple projects at one time
- Quick Books
- Word, Excel
- Written and verbal communication skills

Working conditions

This job has flexible hours averaging about 20 hours a week, up to 1,000 each fiscal year. Applicant must be able to manage time effectively. Applicant's hours will increase in March and April, be less in June and July.

Applicant will be required to work approximately 4 Saturdays during the year.

This is an in office job in SE Denver, just north of the Tech Center.

Please apply by sending your resume to kate@dicolorado.com

Applicant needs to be able to lift up to 50 pounds