



Job Description: Education and Events Manager

Date:	March 2026
Reports to:	Executive Director
Salary and Benefits:	Habitat for Humanity of Colorado offers a competitive benefits package that includes health and dental coverage, Simple IRA matching contributions, and paid vacation and sick leave. The expected starting salary range for this position is \$58,000- 75,000 with consideration given for applicable education and experience above the minimum requirements.
FLSA Status:	Exempt
Travel:	30%

I. Organization Description

Habitat for Humanity of Colorado (Habitat Colorado) 501(c)(3) is a non-profit corporation and an Affiliate Support Organization affiliated with Habitat for Humanity International. Habitat Colorado increases access to affordable homeownership in partnership with local Habitat offices (affiliates) across the state. Staff provide funding, programs and services to affiliates designed to increase their capabilities to serve more households through advocacy; training and technical assistance; resource development and financing, and disaster preparedness.

II. Job Summary

The Education and Events Manager oversees the development and delivery of training programs, materials, and learning initiatives to strengthen the capacity and effectiveness of Habitat for Humanity affiliates to expand access to affordable homeownership.

III. Essential Duties

- **Training and Technical Assistance:** Develop trainings, tools and materials; conduct training based on expertise; share best practices across affiliates; support affiliates' efforts to meet Habitat International, state and federal requirements; promote Habitat International and state resources (i.e. Colorado Nonprofit Association); and connect affiliates to subject matter experts.
- **Meeting, Conference and Event Planning:** Plan and execute biennial regional conference, retreats, symposiums, webinars and peer-learning groups.
- **Relationship Management:** Represent Habitat Colorado at affiliate events, board meetings and conferences; develop partnerships that strengthen affiliates operations; create an affiliate training team to support identified needs.

IV. Skills, Knowledge and Abilities

- Strong commitment to Habitat for Humanity of Colorado's mission and values
- Instructional design and adult learning expertise

- Strong facilitation and public speaking skills
- Event planning and project management
- Stakeholder engagement and relationship building
- Budget and vendor management
- Familiarity with virtual learning tools (Zoom, LMS platforms, etc.)

V. Education, Experience, and General Requirements

- Bachelor's degree in education, non-profit management, organizational development, adult learning, instructional design, or related field.
- 3 years of event management, training, instructional design, and/or nonprofit management experience.
- Must have a valid driver's license and access to reliable transportation allowing for travel, some weekends and overnight stays will be required.

VI. Physical Requirements and Working Conditions

This position will require sitting at a computer for extended periods of time and the ability to type and talk on the phone. Throughout the day, employees will move around the office to perform various tasks. Must be able to lift up to 15 pounds from time to time. The position will primarily be located indoors at the Habitat office, a climate-controlled space with frequent personal interactions. The employee should be prepared to attend meetings and other events at locations other than Habitat's office location, with periodic travel; evening and weekend work may be required.

VII. Salary and Benefits

Habitat for Humanity of Colorado offers a competitive benefits package that includes health and dental coverage, Simple IRA matching contributions, and paid vacation and sick leave. The expected starting salary range for this position is \$58,000-\$75,000 with consideration given for applicable education and experience above the minimum requirements.

Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Habitat for Humanity of Colorado is dedicated to the principles of equal employment opportunity and prohibits unlawful discrimination and harassment on the basis of age, race, sex, color, religion, creed, national origin or ancestry, disability, marital status, military status, genetic information, sexual orientation, gender identity/variance, or any other status protected by applicable federal, state or local law.

To apply please email cover letter outlining essential duties experience and resume to admin@habitatcolorado.org with subject line "Education and Events Manager." Please, no phone calls.