



The 4th Judicial District Attorney's Office



Volunteer Opportunity

The District Attorney for El Paso and Teller Counties has a volunteer opportunity for a:

Community Event Coordinator

This person, under the direction of the Executive Administrative Assistant for the District Attorney, will gather community opportunity information for the District Attorney's office staff from local non-profit organizations and institutions. They will present this information to internal staff regarding the organization or institution and areas of service opportunity. The ideal candidate for this position will gain valuable experience working with various departmental leaders and groups to support the community mission of the District Attorney's Office. This person will also be responsible for gathering stories of impact for internal staff, to provide value and community connection as well as information for annual reports. The ideal candidate will also have a working knowledge of Microsoft Word and Excel, be detail oriented and flexible with changing needs. Typical community event opportunities include, but are not limited to, holiday and back-to-school programs as well as community service opportunities.

Benefits of this position include:

- *Facilitating opportunities of community impact for the District Attorney's office*
- *Valuable real world experience in working with non-profit and local institutions*
- *Working with a great team of staff interested in making a positive impact in the community*

Requirements for this position include:

- *Strong attention to detail and excellent communication skills*
- *Ability to schedule windows of opportunity for DAO staff and work closely with local non-profit organizations and institutions through completion of each opportunity project*
- *MS Word and Excel proficiency*
- *Minimum of 8 hours per week for at least 6 months – with a preference for on-going long-term relationship*
- *Must be at least 18 years of age and submit to and pass a criminal history background check*

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If you would like additional information about this volunteer opportunity e-mail the DAO Volunteer Program Manager (mailto:DAO_VolunteerCoordinator@elpasoco.com.) Please provide your name, phone number, or e-mail address, the title of this position and your questions. You will be contacted. If you wish to apply for this position download and complete the volunteer application (<http://www.4thjudicialda.com/pdfdocs/app.doc>) and e-mail it back to the DAO Volunteer Program Manager. Thank you for your interest in volunteering with the 4th Judicial District Attorney's Office.