




COLORADO
MUNICIPAL
LEAGUE

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1144 Sherman St., Denver, CO 80203 

Training And Marketing Specialist

Colorado Municipal League

The Colorado Municipal League (CML) is a non-profit, non-partisan organization representing 270 of Colorado's 272 municipalities and has been in existence since 1923. The League is growing and looking for dedicated and collaborative individuals to join our team of talented and valued employees. CML's Vision is "Empowered cities and towns, united for a strong Colorado," and our core functions of "advocacy, information, and training" drive our day-to-day activities on behalf of and for our members. The League welcomes all to apply who are willing to make a commitment to Colorado municipal elected officials and staff.

Training and Marketing Specialist

CML is actively seeking passionate and talented candidates to fill our Training and Marketing Specialist position. This position develops and markets training programs, including identifying topics and procuring speakers, as well as coordinating and maintaining an annual training calendar. This position also coordinates CML's Associate Member and advertiser programs. This includes maintaining a positive working relationship with existing Associate Members and advertisers to ensure that their needs are met, along with seeking additional Associate Members and advertisers whose services benefit municipal governments. The position also coordinates conference and event sponsorships and manages the annual conference exhibitor program. Additionally, this position works with other members of the Engagement and Communications Team to edit, design and produce publications including books, periodicals, advertisements and other items.

Our successful candidate will be a team player, a relationship builder, possess high moral and ethical standards and have strong understanding and experience in developing training programs and working with sponsors and associates.

This position requires a Bachelor's degree with a major in marketing, journalism, communications, computer graphics & production, or related field (Experience may substitute for degree on a year-by-year basis), as well as a minimum of three (3) years of experience in a closely-related field coordinating training or advertising programs. Proficiency in desktop publishing and strong writing and editing skills are also required. Experience in local government is preferred.

Salary range: \$43,100 - \$62,500. CML offers an excellent benefits package. Please submit a letter of interest along with a resume, references, and salary requirements by midnight **Friday, September 13, 2019** to: Sarah Werner, Engagement and Communications Manager, swerner@cml.org. Email applications preferred.

The Colorado Municipal League is an equal opportunity employer.