



AURORA PUBLIC SCHOOLS

Division of Human Resources
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~ People first. Pathways to possibility. ~

Milestone Experiences & Events Coordinator

Work Year: 261 days
Department: Division of Teaching & Learning
Reports To: Zachary Rahn
Salary Range: APT 1
FLSA Status: Exempt

[View the APT salary scale](#)

[Visit our interactive map](#) where you can find out more information on each individual school, such as highlights, school data, demographics, and more.

[Aurora Public Schools Compensation and Benefits](#)

Summary

The Milestone Experiences & Events Coordinator is responsible for planning, coordinating, and executing high-quality district events that support APS's K-12 College, Career, and Postsecondary Workforce Readiness strategy. This role plays a critical part in activating Milestone Experiences, intentionally designed opportunities that move students from exposure to engagement to transition—by ensuring seamless, equitable, and impactful implementation across the district.

Working in close collaboration with school leaders, counselors, CTE staff, and employer and community partners, this position ensures that events are aligned to district priorities and contribute to measurable student outcomes related to college, career, and life readiness.

Essential Duties and Responsibilities

Listed below are the essential functions required to achieve the purpose of this job. The functions are not an exhaustive list of the duties and responsibilities of this role. Percentages of time are estimates and may vary by location and/or assignment.

Milestone Experience Activation & Event Execution (45%)

- Plan and execute district-wide Milestone Experiences (e.g., career fairs, college fairs, transition events, recognition ceremonies, and work-based learning activations)
- Coordinate all logistical components, including venue selection, transportation, audiovisual needs, materials, catering, and on-site operations
- Ensure events are inclusive, accessible, and aligned to grade-level milestone priorities
- Manage event timelines, run-of-show documents, and on-site execution to ensure high-quality experiences

Cross-Functional Coordination & Stakeholder Engagement (25%)

- Partner with internal teams (counseling, CTE, school leadership, family engagement) to align events with Milestone Experience goals
- Serve as a central point of coordination for district and school-based stakeholders
- Communicate event expectations, timelines, and logistics clearly and consistently
- Collaborate with employer and community partners to support meaningful student engagement

Vendor, Partner, and Resource Management (15%)

- Identify, secure, and manage vendors, venues, and service providers aligned to event goals and budget
- Coordinate contracts, scheduling, and service delivery with external partners
- Ensure quality, cost-effectiveness, and alignment to district expectations

Data, Evaluation & Continuous Improvement (10%)

- Collect and analyze feedback from students, staff, and partners to assess event effectiveness
- Track participation and support alignment to Milestone Experience goals and student outcomes
- Identify opportunities for improvement and implement enhancements for future events

Additional Responsibilities (5%)

- Support broader K-12 College, Career, and Postsecondary Workforce Readiness initiatives as needed
- Perform other duties as assigned

Education and Training

- High School diploma or equivalent GED.

Experience

- At least one year of experience in event or meeting planning.

Skills, Knowledge, and Competencies

- Ability to promote and follow district policies and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.
- Strong organizational skills.
- Ability to multi-task under pressure.
- Excellent communication skills.
- Ability to work independently or on a team.
- Time management skills.
- Creative thinking.
- Meticulous attention to detail.

- General knowledge of office equipment.
- General knowledge of Google Workplace.

Certificates, Licenses & Registrations

- None required.
- Criminal background check and fingerprinting required for hire.

Preferred Qualifications

Education, training, experience, skills, knowledge, licenses, certifications, endorsements, designations, and other qualifications relevant to the position that are strongly preferred but not required at hire.

- No Preferred Qualifications.

Supervision/Technical Responsibility

- No supervisory responsibilities: None required.

Budget and Resource Responsibility

- Responsible for procuring supplies and/or resources: Research and book venues, suppliers, caterers, and entertainment within budgetary and logistical limits.

Physical Demands, Mental Demands, and Work Environment

The demands described below are representative of those an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

- Regularly: The employee will be required to climb or balance, stoop, kneel, crouch or crawl.
- Frequently: The employee will be required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, talk and hear , and lift up to 25 pounds.

Work Environment

- Frequently: The employee in this position is exposed to outdoor weather conditions.
- Noise Level: The noise level in this position is usually moderate.

Mental Functions

- Regularly: The employee is required to compare, analyze, communicate, copy, coordinate, use interpersonal skills, and compile.
- Frequently: The employee is required to instruct, compute, synthesize, evaluate, and negotiate.

Our Priorities

Aurora Public Schools (APS) fosters a respectful, inclusive workplace where every employee is valued and empowered to advance our vision—Every Student Shapes a Successful Future—and our mission to accelerate learning for all students. In partnership with our community, we recruit, hire, and retain a diverse, highly qualified workforce, believing representation reflective of our communities best prepares students for a pluralistic society. APS is an equal opportunity employer: we provide employment opportunities in all phases of the process without regard to race, color, religion, sex,

sexual orientation, gender identity or expression, genetic information, national origin, ancestry, age, marital status, disability, pregnancy or related conditions, creed, veteran status, or any other status protected by law.