



Job Announcement

Events Manager

Date Posted 8/19/26

Huwa Enterprises is a nationally renowned land reclamation and restoration company, that has successfully reclaimed over 3.5 million acres of land across 44 states in the US. We use innovative approaches based in science and environmentally sound practices in our work, and we continue to innovate as we partner with clients in specialty areas such as land reclamation, renewable energy, civil infrastructure, and natural disaster recovery, all using the most advanced tools in science and technology to do so. The Events Manager position is described below.

Position: Events Manager

Department: Marketing

Reports to: Director of Marketing

Classification: Full-Time, Exempt

Travel: Occasional travel to project sites, company locations, and events

Position Summary

The Events Manager is responsible for planning, coordinating, and executing internal and external events that strengthen the company's brand, engage employees, support sales, and enhance customer relationships. This role manages every phase of event production—from concept through post-event evaluation—while ensuring events are delivered on time, within budget, and at a high standard of quality.

Reports To | Director of Marketing

Key Responsibilities

Event Planning & Execution

- Plan, organize, and execute corporate events from concept through completion.
- Manage trade shows, conferences, customer appreciation events, grand openings, employee events, sponsorships, and community engagement activities.
- Develop event timelines, production schedules, and project plans.
- Coordinate setup, teardown, logistics, and on-site event management.

Vendor & Budget Management

- Source and negotiate with venues and vendors.
- Manage catering, rentals, entertainment, transportation, signage, and production.
- Track event budgets and maintain accurate financial records.
- Process invoices and purchase requests.

Marketing Collaboration

- Work with the Brand Manager to ensure all event materials follow brand standards.
- Coordinate promotional campaigns for upcoming events.

- Work with Content Creator for event photography and video planning.
- Develop attendee communications before and after events.

Logistics

- Manage registrations and RSVP systems.
- Coordinate travel and accommodations when needed.
- Maintain event inventory (booths, banners, displays, giveaways, etc.).
- Oversee shipping and transportation of event materials.

Performance Measurement

- Track attendance and engagement.
- Collect attendee feedback.
- Measure ROI against event goals.
- Prepare post-event reports and recommendations.

Other:

- Perform other duties in addition to or in lieu of those described above, and any duties are subject to change at any time according to the needs of the company.

Qualifications

- Bachelor's degree in Marketing, Communications, Hospitality, Event Management, or related field preferred.
- 3–5 years of event management experience.
- Strong organizational and project management skills.
- Experience managing multiple projects simultaneously.
- Excellent communication and negotiation skills.
- Ability to travel and work evenings or weekends as needed.

Preferred Software

- Microsoft Suite

Success Metrics

- Event attendance
- Budget adherence
- Event ROI
- Stakeholder satisfaction
- Vendor performance
- On-time execution
- Employee engagement scores

Work Requirements

- Normal working hours vary between 8:00 am – 5:00 pm with the expectation of a 40-hour work week,
- As necessary based on special events or other business needs, overtime may be required, including some evening or weekend work.
- Position is performed on site and based in Keenesburg, CO at the corporate office;
- Must be able to pass a pre-employment background check, which may include criminal, MVR and drug and alcohol screening.
- Must hold and maintain a driver's license, in good standing with all Company requirements.
- Must maintain a professional appearance appropriate for the anticipated activities of the day, with business casual or casual dress as the typical norm.

Salary and Benefits:

- Anticipated Hiring Wage Range: \$60,000-\$88,000 annually (depending on experience)
- Benefits: Huwa Enterprises offers a comprehensive benefit package which includes a wide array of valuable benefit options for health, dental, vision, and life in addition to many optional benefits including such things as accident, hospital indemnity, EAP (employee assistance program), legal, pet insurance and others.

To Apply:

- 1) Please complete the online application form at Huwaenterprises.com/careers.
- 2) Please also submit a detailed resume and a cover letter addressing the position requirements, along with three (3) professional references, which should include current or former supervisors to: HR@HuwaEnterprises.com.

This position will remain open until it is filled, and reviews of qualified applicants will begin immediately upon receipt.

You may contact Human Resources with any questions by e-mailing HR@HuwaEnterprises.com.

Notice to All Applicants:

- 1) Proof of eligibility to work is required to be produced within three (3) days of hire; 2) Direct Deposit is a condition of employment; 3) Applicants may be required to complete a successful background check prior to employment, including but not limited to drug screening and MVR, depending upon the duties of the position; 4) Requests for ADA reasonable accommodation in the application process can be requested by contacting HR@HuwaEnterprises.com.

Essential Functions**Work Environment:**

The noise level in the work environment is typically low to moderate noise on occasion. The climate in the facility is temperate with no large temperature swings or exposure to weather. Occasional exposure to various outdoor conditions during special events or when leaving the facility for pick-ups or deliveries. Some exposure to extreme cold will occur when working in the meat freezer.

Physical Demands:

The employee must frequently lift 10-15 pounds, occasionally lift and /or move up to 25 pounds, and very occasionally 50 pounds or slightly more with office supplies and other items for special events. Specific vision abilities required by this job include ability to work on computer screens and with paperwork with typical font sizes a large portion of the day. Must be able to hear and verbally communicate while operating the switchboard and staffing the front office. Must be able to receive information, retain directions and put those directives into action to accomplish work tasks. While performing the duties of this Job, the employee is generally seated but will have need to frequently move around the office, both indoors and out. Must be able to bend, kneel, crouch, crawl and climb occasionally for this role.

Huwa Enterprises is an Equal Opportunity Employer:

It is the Company's policy to provide equal employment opportunities for all applicants and employees. The company prohibits all forms of discrimination and harassment including those that violate federal and state law. The company does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, marital status, gender identity, or sexual orientation in its employment practices and activities. To report any concerns or complaints, you may contact Human Resources at HR@HuwaEnterprises.com.