

Colorado Secure Savings Plan Board Consultant

The Colorado Secure Savings Plan Board is seeking a consultant to assist with the compilation of a report due by February 28, 2020.

The Colorado Legislature created the Colorado Secure Savings Plan Board through SB 19-173. Governor Polis appointed the Board in July 2019. State Treasurer Dave Young serves as the Chair.

The Board's statutory charge is to study various approaches towards creating a retirement savings plan for Colorado's private sector workers. The board must submit a report of its findings to the Legislature at the end of February 2020.

Job Requirements

- Review Reports from vendors performing research for the Board and in coordination with the Board and Treasury Staff, assist with drafting a report synthesizing the results
- Works with members of the Board and Treasury staff to gather the information necessary for the final report
- Assume the leading role in writing and editing of the final report
- Serve as the point of contact with audience members and the general public at Board meetings
- Provide agenda and logistics to the Board
- Attend regular meetings of the Board
- Take minutes at board meetings

Expected Deliverables

- Submission of the first draft of the final report by February 14, 2020
- Submission of the second draft of the final report by February 21, 2020
- Submission of the final report by February 28, 2020

Qualifications

- Excellent writing, communications, and proofreading skills
- Ability to responsibly handle and participate in high level policy discussions
- Understanding of public policy and the legislative process

The Colorado State Treasurer's Office embraces diversity and does not discriminate on the basis of race, color, gender, national or ethnic origin, religious affiliation, sexual orientation, or physical ability. The Treasurer's Office and the State of Colorado are equal opportunity employers.

Contract Duration: December 31, 2019 — March 15, 2020

Compensation:

We are now accepting applications. Please apply by _____

How to Apply: