



## Available Position

<b>Position:</b>	<b>Event Coordinator</b>
<b>Classification:</b>	<b>Salary (exempt), full-time</b>
<b>Reports to:</b>	<b>Development Manager or Director</b>
<b>Supervises:</b>	<b>None</b>

### **Function:**

The Event Coordinator reports to the Development Manager and is responsible for the coordination of new and existing weekly off-site events that cut across multiple departments. The Coordinator will seek out new opportunities for the promotion of our shelter, its animals and services (including adoption, spay/neuter and low-cost shot clinic, and general awareness and fundraising) at off-site locations and community events, and make recommendations to the Development Manager. The Coordinator will be responsible for synchronizing event logistics with all internal departments and external parties involved, and will assist in coordinating volunteers, monitoring their performance and advising the Volunteer Coordinator as applicable. The Event Coordinator will also assist in committee planning efforts for large annual events.

Must be able to anticipate project needs, discern work priorities and meet deadlines with little supervision, and be willing to work weekends and occasional evenings. The Event Coordinator should have a love for special event management, provide outstanding customer service, be an enthusiastic and outgoing professional, and be able to build relationships with external partners.

### **Duties and Responsibilities:**

#### ***Event Planning and Production***

1. Assist in identifying, planning, establishing and overseeing community events to reach Las Vegas citizens and promote the shelter's programs and services.
2. Manage all aspects of event planning, including scheduling, registration, facilities special needs, requesting marketing/outreach, event volunteer staffing and on-site event management and problem solving.
3. Conduct research, make site visits, and find resources to help staff make decisions about new event possibilities.

4. Determines events goals and objectives in conjunction with the Development Manager.
5. Serve as liaison with event organizers and community business/organizational partners on event-related matters.
6. Attend events as necessary; work collaboratively with staff and volunteers in attendance to present a positive public image.
7. Proactively gather information from potential patrons.

### ***Event Administration***

1. Assist with preparing budgets (if necessary), and provide progress reports to the Development Manager for each project.
2. Coordinate appointments and visits to see space.
3. Schedule events and maintain events calendar.
4. Post-event analysis and follow-up, including updating event contact database.
5. Other duties as assigned.

### **Qualifications and Physical Demands:**

Excellent written and verbal communication skills, including writing, proof reading, and speaking. Ability to manage multiple projects and work with a variety of staff and volunteers. Excellent interpersonal skills both in-person and by phone, with high professionalism. Ability to effectively represent the facility in a variety of public forums. Ability to accomplish projects with minimal supervision. Fantastic customer service ethic and high expectations for quality. High School graduate or equivalency required. Bachelor's degree required; significant work experience can substitute for the degree on a year for year basis. If qualifying on experience alone, a high school diploma or GED is required. At least 1 year experience coordinating or assisting with special events. Proficient using Microsoft Office.

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

The employee is frequently required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

The employee is regularly exposed to animals, animal waste, potentially harmful cleaning chemicals, high noise, and potentially hazardous conditions, including the risk of animal bites and working outdoors for extended periods of time during cold and extremely hot weather.