



JOB TITLE: **EVENT COORDINATOR** for Non-Profit Organization
FULL TIME/PART TIME: **FULL TIME**
REPORTS TO: **Dog Shelter Manager and Development Director**
LOCATION: **ATLANTA, GA**
SALARY: **\$30,000**

POSITION SUMMARY

Furkids is one of the largest no-kill animal shelter in the Southeastern U.S., saving the lives of more than 3,000 cats and dogs each year. The Events Coordinator is responsible for the organization of excellent on-site and off-site experiences to promote awareness, animal adoption, and fundraising efforts for the organization. The goal will be to organize unforgettable events that will ensure the entertainment of participants and facilitate the completion of adoption and organizational objectives. Responsibilities will include all aspects of events, from coordinating event opportunities, overseeing onsite setup and breakdown, evaluation of potential animals to take to events, securing volunteer and staff attendance, to measurement and evaluating success following each event. The successful candidate should be well-organized and competent in vendor management. Communication skills and attention to detail will set apart the best candidates, along with a shot of enthusiasm and passion for the job.

The Event Coordinator will be required to directly interact with the animals in the shelter's care while assisting other staff or volunteers. The ideal candidate will have outgoing interpersonal skills, be passionate about animals, especially about dogs and their behavior, and prior event organization and vendor management experience.

DUTIES

In accordance with directives from the Dog Shelter Manager and the Development Director. Clearly document requirements for each event, objectives and metrics to be measured

- Plan all event details with attention to financial and time constraints
- Negotiate with vendors to achieve the most favorable terms
- Manage all event operations, including preparing venue, on-site set up, ensuring the best experience for participants at the event from entry to exit, on-site breakdown and clean up, and seamless return of animals to the shelter
- Oversee every aspect of onsite event and act quickly to resolve problems
- Evaluate event's success and submit reports to the Dog Shelter Manager and the Development Director.

Knowledge, skills and abilities

- Knowledge of vendor management, event planning and management
- Competent vendor negotiation skills
- Outstanding interpersonal and organizational skills
- Knowledge of dogs and their behavior



Proficiency in the use of computers for:

- Word processing
- E-mail
- Internet
- Some social media promotion

WORKING CONDITIONS

- The Event Coordinator works mostly in an office environment, however, the office is located in our dog shelter and this position will involve direct interaction with shelter animals, assisting other staff and volunteers with the transportation and healthy management of animals at events.
- The Event Coordinator is a full-time position, requiring office hours of 8:00 am – 5:00 pm? Monday through Friday, but additionally will often work evening and weekends at events you oversee.

SALARY & BENEFITS

FurKids Event Coordinator position earns a starting salary of **\$30,000** commensurate with experience.

Thank you for your interest in pursuing a rewarding career at Furkids Animal Rescue and Shelters. Please direct all career inquiries to: Samantha Shelton at sam@furkids.org. This position will be filled by March 1, 2017.