

Elmbrook Humane Society, Inc.



Job Description

Title: Event Coordinator

Reports to: Annual Giving and Special Events Manager

Exempt Status: Non-Exempt

Purpose of the Job

To play a key role in supporting Elmbrook Humane Society (EBHS) events and fundraising efforts. To support the EBHS development team by coordinating, executing, and managing all EBHS fundraising and outreach events. To maintain a commitment to the philosophies and policies of EBHS in the performance of his/her duties and respect the dignity and basic rights of each animal. To support the mission, vision, and core values of EBHS.

Job Responsibilities

- Proactive planning, communication, and scheduling for all EBHS events and monthly giveback nights.
- Create and maintain program content for events, assist with soliciting sponsors, and coordinate the drafting/distribution of promotional materials.
- Managing pre- and on-site registration (tracking via database, generating reports and producing attendee badges) for all events and programs.
- Planning and executing all event marketing activities.
- Facilitate planning committee meetings including taking minutes.
- Create and monitor the special events content on the website and social media sites to ensure they are updated.
- Secure equipment and rentals as needed, set-up, tear-down, and help with coordination of overall event execution.
- Assist with donor acknowledgement and guest follow-up.

Qualifications

- Professional event planning/coordinating experience required.
- At least two years of secondary education or equivalent work experience required.
- Organizational skills to manage multiple tasks, attention to detail, and the ability to prioritize in a changing environment and still meet deadlines.
- Dynamic self-starter who takes initiative, is highly reliable, and can think outside of the box.
- Strong verbal and written communication skills; interpersonal and follow-up skills.
- Professional public image.
- Ability to work independently and as part of a team.
- Computer literate and ability to operate office equipment.
- Valid WI Driver's License.
- Commitment to EBHS Core Values:
 - Balance and Compassion. Uniting our heads and our hearts to impact relationships and make mindful decisions.
 - Ingenuity. Being innovative, resourceful, and thoughtful in caring for animals and people.
 - Collaborative. Working together to accomplish more.
 - Integrity. Doing what is right even when no one is watching and setting the best example when they are.
 - Respect. Recognizing the differences of and being kind to all animals and people.
- Able to work a flexible schedule, which will include evenings and weekends.
- Able to lift and carry animals, equipment, and supplies in excess of 50 pounds.

- Passion for issues relating to animal welfare.

Work Environment

- Physical demands include:
 - Lifting and moving animals, kennels, and other equipment.
Frequent movement, including but not limited to standing, walking, stooping, carrying heavy loads, movement of kennels, restraining active animals, and operation of motor vehicle.
- Working conditions include:
 - Possible exposure to dangerous, diseased, frightened, and injured animals.
 - Possible exposure to potentially harmful chemicals and drugs.
 - Working with strong cleaning agents on wet surfaces.
 - Indoor and outdoor work in all weather conditions.
- Emotional demands include:
 - Euthanasia.
 - Animal abuse.
 - Animal neglect.

Elmbrook Humane Society is an Equal Opportunity Employer.