

**Position Title: Event/Volunteer Manager****Reports to: Development Director/Shelter Manager****Status: Full Time****Salary: \$42,000 to \$45,000 commensurate with experience***Compassion. Commitment. Community.***Job Duties Event/Volunteer Manager – To include but not limited to:**

The position performs planning, scheduling, and result tracking of all HSMC events on and off premise. Also works with the volunteers on a daily basis along with helping other positions coordinate and plan when volunteers will be utilized. This job is full-time. Full time is 40 hours a week. This job requires weekend and holiday workdays along with occasional evening shifts. Normal work week is Tuesday through Saturday.

- Maintain and update event/outreach schedule, coordinate, track results of all events.
- Coordinate with the Shelter Manager, Development Director, and event committees when needed.
- Responsible for handling all day-to-day event responsibilities under the direction of the Development Director.
- Coordinate staff, volunteers and interns planning and executing events.
- Maintain inventory of all event related items / ensure each event has all elements needed.
- Seek out new events opportunities.
- Community Outreach / Distribution of brochures and flyers / Address groups on volunteer opportunities
- Coordinate coin bank program
- Member of all event committees.
- Participate in Community Networking and Professional Groups.
- Responsible for providing shelter staff with appropriate placement of volunteers including but not limited to animal care, fundraising, educational endeavors, transportation, building and grounds needs, and community events.
- Responsible for recruiting, training, and scheduling volunteers.
- Responsible for maintaining retail store in Shelter and online.
- Maintain effective relationships with community volunteer organizations.
- Maintain close relationship with animal care team to assist with volunteer needs for animal care and assist when volunteer concerns arise.
- Work with the Shelter Manager/Behavior Lead to coordinate ongoing animal handling training for volunteers.
- Develop and maintain volunteer and community service volunteer procedures and handbooks.
- Coordinate volunteer of the month profile for social media.
- Prepare weekly informational emails to volunteers as needed to keep abreast of shelter needs and efforts being made.
- Prepare monthly (at minimum quarterly) volunteer newsletter.
- Coordinate and lead volunteer meetings.
- Prepare monthly volunteer activity reports.
- Prepare and maintain volunteer information including but not limited to name, address, volunteer interests, and availability utilizing Volgistics.
- Participate in leadership meetings, and in service and community workshops as needed.
- Attend daily animal care department meetings to stay informed about animal care topics, challenges, and needs which volunteers may need to be aware of or are able to assist with.
- Manage Event/Volunteer Assistant.
- Additional responsibilities at discretion of Development Director and Shelter Manager.

Qualifications:

- Self-starter, initiating activities within the framework provided/developed with minimal supervision.
- Proven experience working with the public, developing, and maintaining excellent relationships to support goals/mission.
- Must have strong organization and project management skills
- Ability to multi-task. This job will require often working on more than one event at a time.
- Event planning experience, preferred
- Be able to manage time with deadlines
- Team-Oriented
- Strong written and verbal communication skills with attention to detail. Must be a “people person”
- Have a passion for our mission statement and organization’s work.
- Must be able to work within different size budgets
- Proficient in Microsoft office, Adobe Acrobat, Photo Shop, Canva & Volgistics (preferred)
- Comfortable hosting meetings and speaking in front of people
- Proficient using social media platforms-Instagram, Facebook, Facebook live, Linked-In, blog posts and writing
- Plan, organize, coordinate, and direct special events along with giving tours of facility
- Creative problem solver
- Experienced animal handling skills preferred.
- Able to work flexible hours, which will include evenings, weekends, and holidays.
- Valid Driver’s License.
- Professional public image.

Physical Requirements:

- Standing/sitting for extended periods of time
- Exposure to high noise levels
- Able to lift up to 50lbs
- Adaptable to change of environment.
- Ability to work several hours without a break.
- Exposure to hazards associated with difficult animals
- Exposure to hazardous chemicals

This position involves handling and close contact with dogs and cats and may not be suitable for those who have severe or unmanaged allergies.

Benefits:

- Health Insurance
- Dental/Vision Insurance
- Life Insurance
- Paid Time Off
- Holiday Pay (Major Holidays)
- 401 (k)
- Employee Discount

*Apply directly on Indeed or send a resume and cover letter to resume@humanemanatee.org