

POPE MEMORIAL HUMANE SOCIETY POSITION DESCRIPTION
EVENTS and COMMUNITY OUTREACH COORDINATOR

TITLE: Events and Community Outreach Coordinator

REPORTS TO: Executive Director

STATUS: Full time, hourly

SUMMARY: Responsible for developing, planning and implementing a calendar of numerous one-time as well as ongoing, both large and small scale fundraising and community outreach events throughout the year in a deadline driven, fast paced environment. Able to work independently, as well as within a team. Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work occasional evenings and weekends.

DUTIES AND RESPONSIBILITIES:

- Formulate a proposed calendar of events; plan and coordinate all events including budgeting, implementation, marketing, staffing, developing agenda and activities, vendor relations, set-up, working the event, break-down and follow-up.
- Work in conjunction with the Volunteer Coordinator, assisting in the coordination of events. Recruits for events, prepares work assignments, and oversees volunteer activity at select events.
- Solicit and schedule speaking engagements with various community organizations (local schools, clubs, civic groups etc.) in conjunction with Executive Director.
- Coordinate publicity, public relations, advertising, promotional and support materials needed for events and outreach including : E-news, newsletters, Social Media, advertisements, others as defined.
- Act as an ambassador for the Shelter at outreach events. Participate in small-community based events to raise awareness of the shelter's services and mission with focus on the contracting towns that PMHSC serves.
- Assist with the creation of event budgets and projection of goals, at times doing so independently.
- Ensure the accurate tracking of all event revenues/expenses including: receipts, correspondence, in-kind contributions and supporting documentation.
- Coordinate and create content for bi-weekly television show Reigning Cats and Dogs.
- Maintain business community based donation boxes.
- Attend and contribute to all required staff meetings and trainings.
- Provide periodic updates and reports for each event, including post-event reports.
- Perform other duties as assigned by the Executive Director.

QUALIFICATIONS

EDUCATION & EXPERIENCE

- Bachelor's degree in marketing, communications or related field preferred. Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.
- a proven ability to take projects from inception to completion while simultaneously executing competing priorities, both independently and alongside a team.
- Excellent skills in verbal and written communication, customer service and public presentations.
- Understanding of budget control, expenses and allocations.
- Self directed and able to set a personal schedule that maximizes efficiency and results.
- Knowledge of animal welfare field a plus.

SKILLS & ABILITIES

- Strong organizational skills with the ability to be flexible, multi-task, and work under pressure in a fast paced environment.
- Sales skills and ability to build productive business relationships.
- Proficiency with Microsoft Office, basic graphic design and experience with database management.
- Comfortable handling companion animals.
- Excellent interpersonal communication, relationship building and stewardship skills; ability to personally connect with, network and engage diverse groups .
- Flexible with a strong work ethic and an entrepreneurial spirit to accommodate multiple responsibilities and shifting priorities.
- Ability to work occasional weekends and evenings. Willingness to adjust hours to accommodate the needs of the job.
- Commitment to a positive, fun and team-oriented working environment

WORKING CONDITIONS/PHYSICAL DEMANDS

- Normal office environment as well as offsite events and activities. It is necessary to view and type on computer screens for long periods requiring eye-hand coordination and finger dexterity and working in an environment which can be very stressful.

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- May involve speaking engagements and/or travel to meetings and attendance at early morning , evening or weekend meetings/events.
- Requires some lifting occasionally (up to 50 pounds).
- Potential exposure to zoonotic diseases, dangerous and fractious animals, and high noise levels. Work schedule is typically Monday through Friday. Work schedule and hours may vary; evenings and weekends may be required. Requires working with and among shelter animals.
- Must possess and maintain a valid Maine class C drivers license and have satisfactory driving record.

This is a full-time position; pay commensurate with experience.