

## Community Events Coordinator

\*This is a Full-Time position with a hybrid work schedule.

As a Canine Companions employee, you'll enjoy knowing that every day you make a difference in the lives of people with disabilities. You'll give independence and give a dog a job!

Canine Companions' dedication to our mission is only equaled to our dedication to our employees.

Benefits:

- Comprehensive benefit program including employer-paid medical, dental and vision for staff
- 13 paid holidays, including an Inclusion Holiday
- 18 paid days off (Paid time off, PTO), including hours to serve your community
- Employer matched 403(b) retirement plan
- Employee Assistance Program

*"At Canine Companions, not only do you know you're helping people live more independent lives, but you get to meet our clients and hear about the ways their dogs have enhanced their lives – it's truly an amazing place to work."*

*- PR and Marketing Coordinator*

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As a community events coordinator, you will be an integral member of our team as you plan, coordinate, develop, organize, and provide support of events within the Northwest Region. As a community events coordinator, you will be responsible for advancing the Canine Companions mission by overseeing fundraisers, graduation ceremonies, galas, volunteer appreciation and other exciting events.

A typical day as a community events coordinator may include:

- Planning, coordinating, organizing and executing regional events
- Creating and editing event and sponsorship communications, including the editing and updating of website information
- Managing bookkeeping and reporting to aid in the successful execution of events

- Collaborating with the volunteer coordinator to recruit, screen, and train volunteers for their event tasks
- Working with local volunteers and event chairs to implement, grow, and meet the participation and revenue goals for events
- Providing support for fundraising activities, including but not limited to donors and sponsorships

#### EXPECTATIONS:

To be successful in this position:

- Must Haves:
  - Minimum two years of event planning management experience
  - Strong computer skills including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
  - College degree in hospitality or non-profit or a combination of education and prior work experience in a similar role
- Nice to Haves:
  - Database, volunteer coordination and/or fundraising experience

#### PHYSICAL REQUIREMENTS:

- General office working conditions apply.
- The employee is stationed at the workstation for the majority of the job but will work occasionally outdoors at events.
- Occasional overtime, including evenings and weekends is required.
- Some travel is required.
- The noise level in work environment is usually quiet to moderate.

#### SCHEDULE:

Full time

PAY: From \$24/ hour