



Event Coordinator

Location: Virtual and various locations	Supervisor: Volunteer Manager
Availability: 6-8 hours per month	Service term: 1 year (ongoing)
Category: Marketing	Dress Code: Black Ops Rescue t-shirt, jeans, closed toe shoes

Role purpose:

The Event Coordinator is responsible for all aspects of planning and executing a successful event. The coordinator will actively pursue and respond to event opportunities within our area of operations and online that benefit Black Ops Rescue in terms of public relations and/or fundraising. Working closely with the executive staff and the volunteer coordinator, this position will plan and manage events of various sizes and purposes.

Role responsibilities:

- Planning/managing events throughout the entire event process; may include guests, seating, dining waivers, insurance, fundraising, etc.
- Development and distribution of event materials
- Establish and maintain relationships with vendors and venues
- Remaining at or under budget with all event costs
- Recruiting and managing event staff
- Address and resolve any problems that may arise in the course of an event
- May include setup, staffing, and teardown of events at various locations
- Photograph/video events for advertising, social media, and newsletter

Preferred but not required knowledge, skills, and experience:

- Experience planning/staffing events
- Strong organizational and logistical skills
- Ability to communicate and work effectively with a variety of venues and demographics via email, in person, phone, and in person
- Effective management of event volunteers
- Comfortable working both independently and as part of a dynamic team
- Commitment to promoting the mission of Black Ops Rescue

Benefits:

- Opportunity to network with vendors and venues
- Satisfaction of creating/managing a successful event
- Connection with like-minded individuals
- Contribution to the growth of Black Ops Rescue