

Marin Humane Catapalooza Event Coordinator (Temp)

The Marin Humane Society, an equal opportunity, non-profit employer, is seeking a temporary Catapalooza Event Coordinator to join our team. Our mission is to improve the lives of animals and people through advocacy, education, and support. Our Core Values are Dedication to Animals, Collaborative Spirit, Courage with Compassion, Pursuit of Learning, and Celebrating Differences.

BROAD FUNCTION: The focus of the Catapalooza Event Coordinator is to plan, implement and manage Catapalooza at Marin Humane scheduled for May 6, 2017. The position works closely with the Development Department, volunteers, and other departments to maximize success. He/she is accountable for accomplishing event goals, working collaboratively with internal and external MHS stakeholders and supporting the mission, goals and philosophy of Marin Humane.

ACCOUNTABILITY: Director of Development

HOURS: Approximately 24 hours/week – additional hours, including 40-hour week leading up to the event may be required

STARTING SALARY: D.O.E – *Position open until filled*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

COORDINATE THE DEVELOPMENT OF CATAPALOOZA

- Manage online video submission/compilation process
- Research and implement innovative new attractions to achieve organizational goals
- Secure vendors
- Serve as primary point of contact for staff, board, donors, vendors and other stakeholders
- Oversee any decoration or signage needs for the event
- Attend any volunteer meetings or orientation (if applicable) to recruit help and promote ticket sales??
- Plan contingencies?

MANAGE THE IMPLEMENTATION OF CATAPALOOZA

- Monitor online video submission/compilation process
- Research innovative new attractions to achieve organizational goals
- Confirm and communicate with vendors
- Plan the set up and clean up tasks for the day-of event

VOLUNTEER MANAGEMENT

- Work closely with Volunteer Services department to involve more volunteers in event planning and implementation
- Manage, train and develop event volunteers

EVALUATION OF CATAPALOOZA

- Meet established goals including but not limited to fundraising and attendance
- Work closely with the development staff to produce event income and expense reports, financial reconciliation reports and manage events to ensure revenue and expenses meet established goals.

OTHER RESPONSIBILITIES

- Maintain appropriate files and records.

This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. The Marin Humane Society is an at-will employer.

- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel
- Promotes and emulates exemplary customer service

QUALIFICATIONS:

An ideal candidate will possess the following knowledge, skills and abilities:

- General knowledge and working experience of fundraising and event production.
- Direct experience in using MS Office (Excel, Word, PowerPoint, Outlook)
- Experience in project management and attention to detail.
- Supportive team member and a self-sufficient worker, who is able to prioritize, quickly manage multiple tasks and responsibilities and meet critical deadlines with other individuals and departments.
- Excellent written and oral communication skills
- Demonstrated ability to work effectively with donors, corporate sponsors, board, and senior management, administrative and volunteer leadership, and colleagues.
- Ability to manage a productive and efficient event program and foster a team environment.
- Must have excellent organizational skills, including the ability to prioritize work appropriately and adapt easily to changing priorities.
- Demonstrated ability to maintain highest levels of confidentiality including donor records and fund development information.
- Willingness to be flexible and supportive in the workplace.

EDUCATION AND EXPERIENCE:

A typical way of gaining the necessary knowledge, skill and ability outlined above is any combination of education and work experience that prepares the individual to successfully meet the demands of this position; or equivalent combination of education and experience.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and regularly required to walk and stand; this position involves a regular amount of repetitive motion of hands and wrists; the employee is regularly required to reach with hands and arms; the employee is occasionally required to climb or balance; stoop, kneel or crouch. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles (i.e. pet dander) and toxic or caustic chemicals. The employee will work in a variety of environments including outdoor events, public and private indoor spaces and be exposed to elements consistent with these environments.

BENEFITS:

FULL-TIME EMPLOYEES (AT LEAST 30 HOURS/WEEK):

- Medical/Vision Plan
 - KAISER HMO

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- Dental Plan
 - Includes Orthodontia for dependent children
- Domestic Partner Coverage Available (Medical and Dental plans)
- Life Insurance
- Long Term Disability Insurance
- Section 125 Cafeteria Plan

ALL REGULAR EMPLOYEES (AT LEAST 20 HOURS/WEEK):

- Employee Assistance Program
- Fitness Reimbursement Program
- 403(b) Retirement Plan
- Paid Holiday
- Paid Vacation
- Sabbatical Leave

ALL EMPLOYEES (INCLUDING PART-TIME AND TEMPORARY):

- Paid Sick Leave

To Submit an Application or Resume:

Mail or Delivery:

Marin Humane Society

Human Resources

171 Bel Marin Keys Blvd

Novato, CA 94949

Fax: **(844) 275-3018**

Email: **jobs@marinhumanesociety.org**

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