Scenting Program Events Assistant
Aids in coordination of Marin Humane's highly successful Scenting and Nose Work events, which include NACSW Trials, Sniff and Go's, Seminars, Workshops, and other events. Opportunity to experience the fastest growing dog sport in the world and become part of a winning team!

Time Commitment

- Variable, depending on the schedule of events
- Can work from home on some projects
- Requires some evenings and weekends

Qualifications

- Excellent communication skills
- Experience working in project management or event coordination helpful
- Knowledge of Microsoft Office, Google Workspace, and Excel
- Computer proficiency
- Detail oriented and organized
- Positive, outgoing attitude; willing to take initiative; team player
- Knowledge of scenting sports or Nose Work helpful but not required

Training Required

- Interview and training with Scenting Program Supervisor and Scenting Special Events Coordinator
- Shadow Scenting Special Events Coordinator

Duties

- Market the scenting program to the public/private sectors in order to increase variety/number of event sites
- Event attendance/assistance
- Scheduling/Calendaring
- Processing invoices and expense reports
- Customer service: answering inquiries and communication with key clients
- Some data entry