



## Volunteer Position: **Event Coordinator**

Okandogs, a non-profit organization serving dogs throughout the North Central Cascade areas, is seeking an Event Coordinator to assist in planning, organizing and recruiting individuals from our event team to execute planned annual fundraising and adoption events, as well as reach out to the community to establish new events.

### **Duties:**

- Work with managers and event team to develop and organize fundraising and adoption events
- Assist with social media posts to raise event awareness
- Assist in recruiting, guiding and managing event volunteers
- Meet with community members and event hosts as needed
- Monitor event success and report back to managers and participants

### **Qualifications:**

- Excellent interpersonal and communication skills
- Experience with event planning and volunteer support desired
- Ability to foster teamwork
- Self-motivated; able to take initiative on projects
- Organized and resourceful
- Basic computer and Word skills

### **Hours:**

Average 5 hours per week. Initial training on access to available supplies and computer tools may require additional hours to get up to speed.. Work is split between home and on-site and most events occur on weekends.

### **Benefits:**

- Help sustain the health and well being of abandoned, stray and injured dogs and assist in finding great homes for them
- Opportunity to work with compassionate, dedicated staff and volunteers, all working for the betterment of animals
- Gain professional experience to add to your resume

### **To Apply:**

Fill out the Volunteer Information form, found at <https://okandogs.com/volunteer/>. Someone will get back with you shortly. Thank you for your interest in volunteering!