



Community Event Support

Reporting to the Executive Director
Calgary, Alberta

15-20 hrs per week (with potential for additional hours) Wednesday to Saturday, Part-time
Flexible as required for scheduled events

We are currently seeking two part time positions which have potential for a full-time role should you qualify for each of these positions.

See [Social Engagement Coordinator](#).

Looking for an enthusiastic and personable animal lover to facilitate positive off-site events.

ABOUT US: ALBERTA ANIMAL RESCUE CREW SOCIETY is a registered non-profit animal welfare organization which operates a shelter in Calgary and Edmonton. We facilitate over 3500 animal adoptions each year and provide community support programs to communities across the province. The Communication and Marketing team works closely with all other departments within AARCS to communicate the work we are doing to the public, provide engaging content both online and in person that supports AARCS mission and vision and to raise much needed funds to maintain operations.

POSITION DESCRIPTION:

As Community Event Support Coordinator, you are an out-going, confident, dynamic and creative individual who will be responsible for the execution and completion of community fundraising events. You have a genuine interest in all animals and their welfare. You will work closely with an energetic communications team to help fundraise and bring awareness to the organization and the cause.

RESPONSIBILITIES:

- Representing AARCS in various capacities at third party fundraisers, community events, festivals, expos and awareness events.
- Ensuring events operate smoothly, efficiently, professionally and generate maximum exposure.
- Helping to recruit, train and coordinate event volunteers to support events
- Must be able to work a variety of hours including evenings, weekends to attend events as needed.
- Preparation and organization volunteers for booths.
- Ensuring the event aligns with AARCS values and vision.
- Overseeing, event organization and volunteer scheduling.
- Assist with executing all major AARCS signature events.
- Administrative duties, maintain event cash sheets, manage general inquiries, manage merchandise sales at events.

- Keep up with current event trends and fundraising initiatives outside of the organization.
- Work alongside the Communications team to develop new opportunities for community awareness, relationship building with businesses and community partners.
- Manage merchandise, event materials and supplies.
- Maintain event supply and material inventory levels.

POSITION REQUIREMENTS:

- Genuine interest in animal welfare and passion for the organization.
- Outgoing, friendly, and love working with and around people.
- Exceptionally organized and efficient, with the ability to juggle multiple events, relationships and tasks at the same time.
- Manage workload and volunteers with minimal supervision.
- A self-starter who takes initiative with the ability to set priorities.
- Thrive in a fast-paced, changing environment.
- Confident spokesperson for the history of the organization and the overall cause.
- A team player who is accountable, enthusiastic, has the ability to think outside the box and problem solve.
- Knowledge and proficiency of social media including Facebook, Twitter and Instagram.
- Ability and willingness to work flexible hours including evenings and weekends, to accommodate event times.
- Valid driver's license.
- Relevant experience in fundraising and event planning.
- Proficient with computers, google sheets and excel.

Requirements/Working Conditions

- Off-site both indoor and outdoor regardless of weather conditions.
- Must be able to lift 50 lbs unassisted.
- Be able to walk/stand/sit for up to eight hours.
- Must be willing to work flexible hours, including evenings and weekends, to accommodate events.

Apply Now: Qualified candidates should forward via email a cover letter and resume via email to Nicole Janke, Fundraising and Resource Development with **Community Event Support Coordinator** in the subject line to nicole.janke@aarcs.ca

Job posting will be left open until a suitable candidate is found. AARCS is an equal opportunity employer. We invite all suitable candidates to forward their application in confidence. Thank you in advance for your interest.

Alberta Animal Rescue Crew Society
5060 – 74th Ave SE, Calgary, Alberta, Canada