



## **WANTED**

**Events Coordinator, Edmonton & Area  
Edmonton, Alberta**

**Full-Time (32-40 hours)**

*Flexible work arrangements*

### **Looking for an animal-loving, enthusiastic and personable Events Coordinator.**

**THE POSITION:** We are looking for a full or part time Event Coordinator to join our Edmonton team to oversee and execute AARCS events, third party initiatives, festivals and community-driven fundraisers. Reporting to Edmonton Operations Manager and working to support AARCS fundraising efforts, you have a flexible schedule allowing you to work day-time, evenings and weekends to meet business needs. In return, you will have a flexible schedule to meet your personal needs. Events include, but not limited to indoor & outdoor festivals, corporate events, puppy cuddles, community events, online fundraisers, cheque presentations, expos, etc. In this role you will also be responsible to develop AARCS hosted fundraising and awareness events in Edmonton throughout the year.

In this position, you will build positive relationships, oversee onsite event volunteers, organize transportation of event supplies, arrange transportation for AARCS foster animals to and from events, ensure that AARCS is represented in a positive light at all times and adhere to the mission and values of AARCS. As the sole event coordinator in Edmonton, you will be supported by the communications team in Calgary as well the Manager of Operations in Edmonton. Other duties may include assisting with merchandise, donor relations, social media, etc.

#### **RESPONSIBILITIES:**

- Collaborate with the events and communication team in Calgary and Edmonton Operations Manager to ensure all events/ fundraisers are executed effectively and efficiently.
- Ensure AARCS booths and displays are interactive, visually appealing, effective in raising awareness, promote donations and merchandise sales.
- Work with AARCS foster homes / volunteers / shelter staff to arrange for transportation of animals required for events.
- Transport merchandise, event supplies, festival tent, tables, animal supplies and animals to and from event sites.
- Efficiently execute set up and tear down of displays, booth, AARCS festival tent.
- Train & support event volunteers in event procedures, AARCS information etc
- Oversee event volunteers during event shifts.
- Ensure event sales/merchandise sheets are completed and cash procedures followed accordingly.
- Assist in managing inventory levels of merchandise to ensure availability for events.
- Easily interact with event attendees, provide and promote information about AARCS, including adoption, fostering, volunteering etc
- Promote events through social media channels, when requested.
- Build relationships with local businesses and other event/festival attendees.

## **QUALIFICATION:**

- Genuine interest in Animal Welfare.
- Valid Drivers license.
- Confident and knowledgeable with events and exceptional organizational skills.
- Very personable and able to develop positive rapport with people with diverse experience and backgrounds.
- Administrative and computer experience is required.
- Self motivated with exceptional time management - ability to set priorities and manage workload with minimal supervision.
- Confident to handle animals onsite during an event, ensure they are being handled safely and are secure as a priority in all environments.
- Experience and knowledge of Raiser's Edge donor management program an asset.
- Familiar with mobile payment terminals and cash transactions.
- Ability to troubleshoot with ease and confidence.
- Available to work outside the normal working hours including weekends and evenings.
- Must be able to lift 50 lbs unassisted, sit and stand for extended periods of time.

## **BENEFITS:**

- Flexible schedule.
- Health, Dental and Life and Disability Benefits.
- 3 weeks paid vacation, statutory holidays and flex time.
- Continuing education perks.
- Discounted pet food, services and supplies.
- Use of company vehicles.
- Salary Range: \$37 000 - \$40,000/year.

**ABOUT US: ALBERTA ANIMAL RESCUE CREW SOCIETY** is a registered non-profit charity based in Calgary, Alberta with a second shelter in Edmonton, Alberta. At AARCS, we are passionate about animals, but at the heart of our organization is people. Our mission is ***Changing Lives Through Kindness***. AARCS Safe Haven is a busy animal shelter with an onsite veterinary hospital for our animals and is the hub from which our Calgary staff and volunteers work. North Haven is a shelter and cat adoption center and is the hub for our Edmonton staff and volunteers. These facilities facilitate intake, assessment, care and adoption for thousands of animals every year. We also have numerous community support programs to help people and pets including, Pet Food Bank, Spay/Neuter programs, and Animal Disaster Response. Our communication and marketing team goal is to help raise awareness about the work we do as well as the necessary funds needed to continue providing these vital programs.

**APPLY NOW:** Qualified candidates should forward a cover letter with resume via email to Leigh McLean, Edmonton Operations Manager at [leigh.mclean@aarcs.ca](mailto:leigh.mclean@aarcs.ca) with Event Coordinator, Edmonton & Area in the subject line. We are seeking a candidate to start as soon as possible and will be hosting interviews as resumes come in. The job posting will remain open until a suitable candidate can be found.