



Event Manager

Roles & Responsibilities

Basic Responsibilities

1. Attend average of 2 adoption events per month, +/- a few community events throughout the month
 - *We are seeking more than 1 person ideally one to take MD events and 1-2 to take VA*
2. Update adoption event spreadsheets during the week with pertinent data such as RSVPs, volunteer rides or handler needed, and communicating with staff to support in getting coverage or following up with fosters
3. Attend Event Check In Meetings on Friday afternoons 1-2 days prior to events
4. Manage event supplies and communicate with ED what's missing or need to be replenished after each event
5. Coordinate weekly to pick up supplies from a hub in DC
6. Ensure on site event adoption processes are followed:
 - Safety Protocols: Proper animal handling, advocacy for dogs/cats overwhelmed or scared, educating the public when needed, etc.
 - Adoption processes: attributes added, additional items added to cart during adoptions, adopters fill out AME, adoption pictures are taken, etc

What We're Looking For

This person can talk to anyone and enjoys connecting with the community! Whether you're talking with someone about our adoption process, saying 'thank you' for donating, or just meeting a passerby, our presentation at events is crucial - you'll be the face of Laila's Legacy while you're on site. This person will enjoy animal welfare but enjoy talking and building relationships just as much.

On the back end, you're organized - able to handle moving pieces of which animals are going where, who needs a ride or volunteer support, and communicating with leadership throughout the process. This person is a problem solver, creative, and excited to get their hands dirty!

- Animal behavior experience a plus, as you'll be alone at adoption events with dogs/cats
- Problem solving abilities
- Consistent access to a phone, computer, and wifi
- Ability to be on site at adoption events at least once a month, ideally 2-3 on busier months
- Go-getter attitude and able to complete tasks even though you're remote
- Knowledge of G-Suite - Google Sheets proficiency is a must.
- Experience with Shelterluv is a plus but not required

Please note, everyone on our team - even our Founders & Directors - are volunteers. But even still, we have a small group of people that commit to a greater responsibility as a volunteer - of which we consider "staff". By becoming a Coordinator you'll be effectively joining this tight knit team and be considered staff! The time and longevity commitment is greater but we'll be honest about what that looks like before you join. If you're interested in less commitment but still being involved, please sign up to [volunteer for other roles here](#).