

RIO GRANDE VALLEY HUMANE SOCIETY JOB DESCRIPTION

Position: Events Coordinator

Classification: Full-time, Non-exempt

Position Overview:

The Events Coordinator is responsible for planning, coordinating, and executing events that promote the mission of the Rio Grande Valley Humane Society (RGVHS), increase community engagement, and generate public and private support. This role will oversee all aspects of event management, including logistics, volunteer coordination, marketing, budgeting, and on-site execution.

Personal Requirements:

- Passionate about animal welfare and community outreach.
 - Strong organizational skills and attention to detail.
 - Ability to work independently and manage multiple tasks.
 - Comfortable working in a fast-paced, collaborative environment.
 - Willingness to work evenings, weekends, and holidays as needed.
 - Must possess excellent written and verbal communication skills.
 - Ability to lift and carry supplies up to 30 lbs and stand for extended periods during events.
 - Reliable transportation and flexibility to travel locally.
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Performance Expectations:

- Plan, organize, and execute internal and external events, including adoption drives, fundraisers, vaccination clinics, educational outreach, and community fairs.
- Develop timelines, task lists, and event plans with defined goals and evaluation measures.
- Collaborate with shelter staff, volunteers, vendors, and community partners to ensure successful event outcomes.
- Manage event budgets and coordinate purchases and rentals for supplies, equipment, and materials.
- Oversee event marketing in collaboration with the communications team, including digital promotion, media outreach, and printed materials.
- Maintain accurate records of event performance, attendee participation, and donor engagement.
- Ensure appropriate event permitting and adherence to local regulations.
- Represent RGVHS at public events with professionalism and enthusiasm.
- Support the recruitment, scheduling, and supervision of volunteers for events.

- Track and report key performance indicators and feedback for continuous improvement.
 - Provide post-event wrap-up reports and recommendations.
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Teamwork/Attitude:

- Can work collaboratively across departments and with external stakeholders.
 - Maintains a professional and positive attitude even under pressure.
 - Can multitask effectively and provide high-quality customer service.
 - Upholds and promotes the mission and values of the Rio Grande Valley Humane Society.
 - Demonstrates flexibility and adaptability to meet evolving organizational needs.
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Work Hours:

This position requires flexible scheduling based on event dates, with frequent weekend and evening work.

Age Requirement:

- 18 Years of age
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Experience Requirement:

- Previous event coordination, community outreach, or project management experience preferred.
 - Animal welfare or nonprofit experience is a plus.
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Education and/or Experience:

- High School Diploma or G.E.D. required.
 - Bachelor's degree preferred but not required.
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Certificates, Licenses, or Registrations:

- Must possess a valid, unrestricted Texas driver's license.
 - Must complete Fear Free training within the probationary period.
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