



Volunteer Events Coordinator

Location: Remote / On-site as needed

Commitment: Flexible, estimated 5-10 hours per week

Reports to: Board President, Melissa Harvey

About Kane's Mission

Kane's Mission is a nonprofit organization dedicated to rescuing, rehabilitating, and rehoming animals in need. Our mission is to provide these animals with a second chance at a loving home while advocating for responsible pet ownership and humane treatment.

Role Overview

We are seeking an organized and enthusiastic **Volunteer Events Coordinator** to help plan and execute fundraising, adoption, and community outreach events. This role is crucial to increasing awareness, engaging supporters, and raising funds to support our rescue efforts.

Key Responsibilities

- **Event Planning & Coordination**
 - Plan, organize, and manage adoption events, fundraisers, and community outreach activities.
 - Secure venues, vendors, and necessary permits.
 - Develop event timelines and task lists to ensure smooth execution.
- **Volunteer & Partner Engagement**
 - Recruit and coordinate volunteers to assist with event setup, management, and breakdown.
 - Establish and maintain relationships with local businesses and sponsors for event support.

- **Marketing & Promotion**
 - Collaborate with the social media team to promote events online.
 - Create flyers, social media posts, and outreach materials.
 - Engage the local community through outreach efforts.
- **Event Logistics & Execution**
 - Manage event-day logistics, ensuring a seamless experience for attendees.
 - Oversee setup, check-in, and foster positive interactions with guests.
 - Ensure all supplies, signage, and promotional materials are ready.
- **Post-Event Follow-Up**
 - Gather feedback to improve future events.
 - Send thank-you notes to volunteers, donors, and partners.
 - Provide a recap of event success and key takeaways.

Qualifications & Skills

- Passion for animal rescue and advocacy.
- Strong organizational and multitasking abilities.
- Excellent communication and teamwork skills.
- Experience in event planning or project coordination is a plus.
- Ability to work independently and adapt to fast-paced environments.
- Comfortable reaching out to businesses and community members.

Perks & Benefits

- Hands-on experience in event planning and nonprofit work.
- Build connections within the animal rescue and local community.
- Gain leadership experience while making a direct impact.
- Earn volunteer hours and receive a letter of recommendation.

How to Apply

If you love animals and enjoy planning events, we'd love to have you on our team! Email contact@kanesmission.org with a brief introduction and any relevant experience. We'll be in touch shortly!