



NUZZLES & CO
• PET RESCUE AND ADOPTION •

Job Title: Community Engagement & Events Coordinator

Department: Development Department - Rescue Ranch in Peoa, UT

Reports to: Development Manager

Benefits: at 90 days

FLSA Status: Non-exempt

Compensation: \$18.25/hour; insurance available after 90 days

Employment Type: 40 hours/week

Performance Reviews: 90-day, and yearly on start date anniversary

Nuzzles & Co. Pet Rescue and Adoption seeks a Community Engagement & Events Coordinator. This position is responsible for coordinating and executing all fundraising and community events and outreach at Nuzzles & Co. This person will also work closely with the development team to advance our mission and meet fundraising goals through strategic communications, marketing, and public relations.

RESPONSIBILITIES

Events Coordination:

- Work with the Development Manager to plan, schedule, and execute all Nuzzles & Co. events, including (but not limited to):
 - Third-party events such as private Snuggle Lounges and corporate Adoption Events
 - Community Events such as the Park Silly Market
 - Outreach events such as the monthly Pop Up Pet Food Pantries
 - Any other events as deemed necessary
- Coordinate with volunteers to assist with events and manage them at events
- Execute PR, marketing, and social media promotion of events
- Collaborate with Operations Staff to ensure all equipment, animals, and merchandise needed for events and other community outreach opportunities
- Keep Operations Team apprised of all events at Nuzzles & Co. facilities or partners
- Perform adoptions interviews and process adoption fees
- Solicit and collect event donations, processing for donation entry in donor management database in a timely manner

Community Engagement:

- Assist Development Manager and Marketing Director to maximize the reach of the

Nuzzles & Co brand through strategic marketing and communications, specifically executing social media communications to promote programming

- Collaborate with the Development Team to devise effective ways to utilize our strong community of supporters, executing in-person and virtual community fundraisers such as donation drives and peer-to-peer fundraisers
 - Assist the AGM in the logistical planning, donation procurement, event execution of fundraising events and campaigns, including:
 - Gala Auction
 - Live PC Give PC
 - Giving Tuesday
 - Annual Year-End Campaign
 - Fly Free Memorial Event
 - Casino Night
 - Program-Specific Campaigns (varies)
 - Any other campaigns as deemed necessary
 - Data entry into databases as needed
-

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Treat all animals humanely and with compassion and concern, both on and off the job.
 - Act as a role model for employees and volunteers, follow all policies, procedures, and protocols at all times.
 - Weekend events are common and will be required to work. An alternate day(s) off during the week is traded when this occurs.
 - Other duties as assigned
-

KNOWLEDGE, SKILLS, AND ABILITIES

- We're looking for individuals with excellent organizational abilities. If you've had experience in planning events, community engagement, or fundraising, that's even better!
- Excellent written and verbal communication skills and ability to adapt communications for relevant audiences (donors, the general public, media, corporate sponsors, etc.)
- Proficient with Facebook and Instagram creation/posts, video, etc. Canva, or other design software.
- Proficient in Google Drive, Mail, Sheets, Doc's, or Microsoft Office suite of products.
- Willingness to work a flexible schedule that will include evenings and weekends as needed
- Strong customer service skills, ability to create positive relationships with the general public as well as donors or adopters
- Strong time management skills and ability to prioritize on-site event and administrative tasks
- May be exposed to emotional and/or stressed members of the public when finding homes for abused rescues, such as lost limbs, eyesight, etc.
- Occasionally, you will be exposed to dead, injured, sick, unruly, vicious, and/or dangerous animals in addition to exposure to parasites and infectious diseases.

- Must be available and willing to work weekends, holidays, overtime, and attend mandatory training and meetings as needed
 - Valid Utah Driver's license with a clean driving record for at least one year prior
-

EDUCATION AND EXPERIENCE

- Bachelor's degree preferred.
 - Proven experience with a non-profit as an events coordinator or development assistant is preferred.
 - Experience working in animal welfare is preferred.
-

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Ability to spend extended periods outdoors in all weather conditions (including rain, heat and cold) at events
 - Ability to routinely lift 40-50 pounds
 - Ability to sit and view a computer screen for long periods of time
 - Work location: Rescue Ranch, Peoa, UT,
 - Ability to work around all types of animals with basic animal handling skills
 - Lifting and handling animals of varying sizes and breeds, bending, stooping, and walking on a daily basis
 - Some travel required (mi. reimbursement available), Nuzzles vehicle available for use during events.
-

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. No contract, either express or implied, respecting the procedures, terms, conditions, or duration of employment is created by this Job Description.

Employment at Nuzzles and Co. is on an at-will basis, which means that your employment may be terminated by you or by Nuzzles and Co. at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the President of the Board. Nuzzles and Co. reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.

Nuzzles and Co. is an equal opportunity employer. All qualified applicants are considered for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.