



Events Coordinator

About Fearless Kitty Rescue:

Fearless Kitty Rescue is a smaller, 501(c)3 nonprofit, no-kill cat rescue housed in Fountain Hills, Arizona. Since its inception in 2012, Fearless Kitty has rescued over 3,200 cats from across the valley, nearby counties, and even from other states and disaster areas (such as Hurricane Harvey). Through the hard work of a few staff and a lot of volunteers (over 100!), 380+ cats are saved each year and given a safe, loving place to live while they wait for their new families. Fearless Kitty is a professional, rewarding, and friendly place to work.

Position:

The Events Coordinator will be responsible for planning and managing a variety of Fearless Kitty Rescue's events including Community Engagement, Community Service, Minor Fundraisers, and Ad Hoc opportunities. This individual will report to the Executive Director.

Qualities:

- High level of professionalism
- Organized and detail-oriented
- Passionate about cats
- Friendly, outgoing personality
- Flexible mindset
- Team player

Events Coordination:

- Implement and oversee event details including (but not limited to) event design, scheduling, registration, check-in, setup, take-down and clean up. Must be present for most events.
- Work with Volunteer Coordinator who will recruit volunteers to work on the various tasks related to event planning and execution.
- Develop a plan for promoting the event, and collaborate with staff and volunteers responsible for marketing, social media and other promotion modalities.
- Develop and manage event budgets with approval of the Executive Director.
- Track event data.
- Co-plan the annual Volunteer Appreciation Gathering in March and the 'Stroll in the Glow' open house in December.



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Preferred Experience:

- 2+ years in event planning and management
- Familiarity with Microsoft office products.
- Bonus: Experience with Canva, Constant Contact

Additional Requirements:

- Must have a valid Arizona driver's license.
- Must be able to work a flexible schedule.

Work Schedule:

- Part-time 20 hours per week
- Flexible days/times, including some weekends
- Must be present at most events
- Hybrid schedule is possible for the right candidate

Benefits/Perks: 20 hours PTO, 3 Paid Holidays, 403(b), up to 5 hours of paid quarterly professional development, up to 5 days of unpaid time-off with Executive Director approval, monthly staff lunches and waived adoption fees.

To Apply: Please send a resume and references to: director@fearlesskittyrescue.org