



## Volunteer & 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!), 350+ 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 Volunteer & Events Coordinator will be responsible for managing all aspects of Fearless Kitty Rescue's volunteer program as well as coordination and management of Fearless Kitty 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 volunteer work and cats
- Friendly, outgoing personality
- Flexible mindset
- Team player

### **Volunteer Coordination:**

- Recruit and match volunteers to opportunities that suit their skill sets, ensure they understand their responsibilities and receive proper training.
- Plan, organize, and facilitate all volunteer orientations.
- Work with groups who are interested in one-off volunteer opportunities.
- Manage volunteer database (Volgistics), ensuring volunteer information is accurate and up-to-date.
- Keep new and existing volunteers informed about the organization and upcoming volunteer opportunities.
- Oversee scheduling and training to maintain adequate volunteer levels. Take the lead in calling substitutes when necessary.
- Develop and implement volunteer program materials as needed.
- Plan and implement volunteer retention and recognition activities, including the annual Volunteer Appreciation Gathering in March and the 'Stroll in the Glow' open house in December.



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## 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.
- 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 the approval of the Executive Director.
- Track event data.

## Preferred Experience:

- 2+ years in volunteer recruitment, training, and retention.
- 2+ years in all aspects of event management.
- Familiarity with Microsoft Office products.
- Experience with Volgistics, PetPoint, Canva, Constant Contact

## Additional Requirements:

- Must have a valid Arizona driver's license.
- Must be able to lift and move 40 pounds (ex, tables, signage, boxes).
- Must be able to work a flexible schedule.

## Work Schedule:

- Full-time (40 hours per week)
- Flexible days/times, including weekends

## Benefits/Perks:

- 40 hours PTO plus 3 Paid Holidays
- 403(b) with employer contribution after 1 year of employment
- HRA (Health Reimbursement Arrangement)
- Up to 5 hours per quarter for professional development
- Unpaid time-off options (up to 10 days with approval from Executive Director)
- Monthly staff lunches
- Waived adoption fees

## To Apply:

Please send resume, 3 work references and examples of work to: [director@fearlesskittyrescue.org](mailto:director@fearlesskittyrescue.org)