



[www.newmexicopetsalive.org](http://www.newmexicopetsalive.org)

## Event Coordinator Independent Contractor Job Description

**JOB SUMMARY:** The New Mexico Pets Alive (NMPA) Event Coordinator paid positions are part-time opportunities with flexible scheduling. Coordinators manage specific projects and events that provide support for NMPA current [programs](#) and other future programming. This position will work closely with the Executive Director and Volunteers, as well as other contractors, future employees and divisions and departments, to ensure overall success of these events.

**RESPONSIBILITIES:** Act as event manager to lead a team of volunteers in order to plan smooth and successful events.

### Planning for each event includes but is not limited to:

- Recruiting and/or communicating with a volunteer team, acting as project manager to ensure all areas of responsibility by other team members is coming together on schedule
- Set and drive regular team meetings and communications
- Manage Event Plan and other key documents in Google drive
- Oversee all expenses and budget tracking
- Securing event sponsors
- Sell exhibitor booths when applicable
- Bringing on entertainment components when applicable
- Working on overall detailed event schedule and activities schedule
- Overseeing site plan, set up and tear down and necessary outside vendors
- Organize projects associated with the NMPA [mission](#) of helping more people and pets and other events as they arise.
- Communicate regularly with all involved regarding email content for email blasts and social media postings
- In charge of building out contests and incentives around each event to drive fundraising and build messaging
- Research/source/oversee fulfillment plans for fundraising in-kind donations and related incentives and promotions
- Create/prepare all emails going to volunteers, partners, contractors, etc. within communication guidelines
- Coordinate event planning materials as needed
- Act as point person to coordinate usage of iPads, card readers and necessary paperwork to onsite volunteers
- Close each event successfully
- Work with team members to collaborate on and coordinate post-event reconciliations: ensure that any data captured through events is disseminated to appropriate people/departments; collect results and sort through post-event information, photos, money etc. for recap reports
- Work closely with Executive Director to get approval of exhibitors and sponsors
- Solicit potential sponsors in person, by email and phone
- Other duties as assigned

**Skills and Qualifications:**

- Bachelor's degree preferred but not required
- Ability to execute each event to meet fundraising goals
- Experience with managing and motivating teams of volunteers or future employees on projects
- Strong communication, multi-tasking and organizational skills
- Excellent attention to detail, problem solving and time management skills
- High level of interpersonal skills to handle sensitive and confidential situations. The ideal person for this job is a team player, personable, professional, positive, energetic, pro-active and uses tact and diplomacy.
- Willingness to work a flexible schedule that may include longer hours near/during event dates
- Ability to work independently and use judgment within established guidelines
- Excellent computer skills including experience with Microsoft Word, Outlook and Excel. Ability to work efficiently in Google Mail/Calendar/Drive and utilize social media outlets

**Physical Requirements:**

- Ability to stand and/or walk outside for long hours in various weather conditions (including rain, heat and cold) at events
- Ability to lift 30 lbs.
- Reliable and immediately accessible transportation is required
- In home office/computer set up with high speed internet access
- Cell phone with data plan for sending and receiving calls/media files and text messages

Thank you for your interest in pursuing an independent contractor position with NMPA. NMPA is an equal opportunity organization. All qualified applicants will receive consideration for this position without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.

How to apply: Send resume and cover letter and salary requirements to: [mail@newmexicopetsalive.org](mailto:mail@newmexicopetsalive.org) with Event Coordinator in the subject line.