



## GET TOBY HOME – ROLE: **EVENT COORDINATOR**

The Events Coordinator will be responsible for identifying, planning, organizing and leading annual events showcasing Get Toby Home.

### **MAIN RESPONSIBILITIES**

- Plan event details to include but not limited to venue selection, seating, dining and guests.
- Establish and maintain relationships with vendors and venues.
- Establish a viable event budget and stay within or under budget, report back to Board of Directors.
- Manage events and address potential problems that may arise
- Plan for potential scenarios that could impact the integrity of the event
- Ensure events are within budget, meet team objectives and appropriately represent Get Toby Home within the community.
- Work with city to obtain any necessary permits or approvals.
- Work closely with internal and external parties to initiate, plan and execute events.
- Oversee and coordinate events materials and team staffing (i.e. traps, demonstrations and marketing materials, schedule of team members to host booths)
- Work closely with the Fundraising Coordinator and Board of Directors as needed.

### **RECOMMENDED SKILLS & COMMITMENT**

- Ability to volunteer a minimum of 5-10 hours a week
- Self starter, good problem-solver and highly self-motivated
- Have an active Facebook account
- Dedicated team player that enjoys working as part of a team
- Excellent communication and interpersonal relationship skills
- Strong written and verbal skills
- Ability to communicate recommendations with Board of Directors and provide regular updates
- Ability to build strong relationships with team members and within the community
- Highly organized and detailed oriented
- Strict adherence to client and team confidentiality
- Compassionate
- Located in State of Wisconsin
- Able to attend annual meeting
- Able to support Get Toby Home at public events
- Strong Facebook page knowledge

**Communication and Interpersonal Skills:** Event Coordinators are required to network with a wide variety of entities in the course of their job. Vendors and venues must be established, and an entire staff must be managed in order for an event to function properly. An Event Coordinator will need to have a general knowledge of what guests expect.

**Team Management:** Event Coordinators carry out many tasks on their own, but a major aspect of the job is working with a team. Delegating to a team properly and making sure everyone has what they need to do their job requires team management and leadership skills.

**Budgeting:** Every event comes with a cost, and it's the Event Coordinator's job to keep those costs within the allocated budget. This will require a degree of financial skill as well as the ability to create accurate reports.

**Logistics:** Everything in an event, from the seating to the entertainment, must be set up in a practical and useful manner for the guests. To accomplish this, the Event Coordinator must possess a degree of skill in logistics to properly plan the details and anticipate potential problems that may arise.