

**Job Description: Community Engagement and Events Manager – Full Time****Department: Admin****Location: Greenhill Humane Society in Eugene, Oregon****Starting Salary: \$18.00/hr. - \$20.50/hr. plus benefits**

Summary: The Community Engagement and Events Manager serves as a primary spokesperson for the organization and represents the organization on television and radio as well as in-person and virtual fundraising, educational, and program-related events and activities. With the support of Greenhill's Communications Manager, they develop, organize and manage media relationships. In conjunction with Greenhill's Donor Engagement Manager, they coordinate with businesses and groups wishing to engage with Greenhill in program and fundraising activities. They also work collaboratively with other Greenhill teams and often take lead to produce additional program-related and fundraising events throughout the year. Humane Education may be an additional activity based on time allotment and the candidate's previous experience. This position is responsible for managing multiple people to effectively implement events and outreach activities. The position often requires early morning, nighttime, and weekend activities.

Reports to: Executive Director

Essential functions:Media / Pet of the Week

- Serve as Greenhill's primary contact and spokesperson for media inquiries and public statements.
- Coordinate promotions for TV/Radio Pet of the Week segments.
- Appear on TV and Radio Pet of the Week segments when volunteers are not available.

Community Engagement

- Coordinate with businesses, groups and individuals who want to fundraise and/or host events for the organization.
- Schedule, prepare for and attend speaking engagements at meetings of business and civic organizations, service clubs, and community groups.
- Communicate Greenhill's goals, programs, and needs to diverse individuals with varying objectives.

Events

- Design, plan, coordinate, and staff with volunteers special events for the purpose of adoptions, community awareness, and fundraising. Maintain organized documentation of each event.
- Work with a team to design, plan, coordinate, and staff at least two signature fundraising events per year (Bark in the Park and An Evening for Animals). Maintain organized documentation of each event.
- Coordinate and participate in off-site outreach opportunities such as festivals and conferences to strengthen positive relationships with the community. This may include preparing materials, representing the organization during events (occasionally as the sole staff member), and coordinating transportation of supplies and animals to the events.
- Work with Donor Engagement Manager to secure sponsorships for events.
- Coordinate on-site events with other departments.

Humane Education/Youth/Adults and Program Related Engagement

- Schedule and lead on-site and off-site humane education presentations.
- Conduct tours of the shelter.
- Talk with community groups including neighborhood associations and large residences about Greenhill's services.

Supervisory responsibilities:

- Oversee media, event, and tour guide volunteers.

General

- Meet with Executive Director regularly to determine strategies and assess progress.
- Serve as an ambassador on behalf of Greenhill Humane Society. Must be professional, welcoming, and courteous at all times.
- Work in harmony with all shelter departments, staff, and volunteers to ensure positive community relations and a strong awareness of Greenhill and its programs.
- Attend staff meetings and trainings.
- Treat all animals humanely, properly, and with compassion at all times, and promote a humane and caring attitude toward all animals.

Education, Skills & Abilities

- Demonstrated skill, knowledge, and experience in media relations and event planning activities.
- Strong oral and written communications skills; confident public speaker.
- Strong creative, strategic, and organizational skills.
- Demonstrated management experience.
- Ability to manage multiple projects at a time.
- Ability to work a flexible schedule with some early morning and regular evening and weekend work.
- Excellent interpersonal skills; ability to interact professionally and compassionately with a wide variety of people and to remain pleasant and calm even in stressful situations.

Certificates, licenses, registrations

- Valid Oregon Driver's license required

Physical demands

- Able to process complex verbal and written instructions
- Able to utilize phone and email systems, photocopiers, scanners, and other small office equipment
- Occasional bending, squatting, lifting, and carrying of objects weighing up to 50 lbs
- Ability to talk for up to eight hours a day
- Ability to humanely handle animals

Work environment

- Work is performed in an animal shelter with shared office space. Potential for exposure to zoonotic diseases, dangerous and fractious animals, high noise levels, hazardous chemicals, anesthetics and sharp objects. While performing the duties of this job, the employee is occasionally exposed to noxious odors, fumes, and airborne particles (including allergens such as animal fur and dander); toxic or caustic chemicals; and potentially volatile situations which can present risk of violence or injury.
- The noise level in the work environment is usually light to moderate and occasionally may be loud.
- This position requires regular exposure to animals and some outdoor work in all weather conditions.
- Work schedule is flexible, with some early morning and regular evening and weekend work. Approximately 40 hours per week.
- Frequent driving on public roadways in varying weather and traffic conditions
- Frequent local and occasional statewide travel is required
- Allergic conditions, which could be aggravated when working near animals, may be a disqualification.