



Event Coordinator(s) Volunteer Position Description

Function: Oversee and plan the logistics for Friends of MACC events. Event committee members will work together to complete team tasks, as well as lead and manage various areas independently. From among the coordinators, a chair for the committee will be selected by the Friends of MACC board to oversee the overall work and progress of the entire events committee; the chair (or designee) will attend the monthly Friends of MACC board meetings to provide a committee update.

Time Commitment: Event Coordinator(s) will be assessed on an on-going basis, with appointments renewed annually unless a coordinator decides to step down via a 30-day notice at any point.

Core responsibilities:

- Assemble and work with a team of volunteers to plan and execute all logistics around Friends of MACC events, which could include fundraising, education, outreach and/or appreciation.
- Plan event elements within the set budget.
- Help determine volunteer needs for all aspects of event execution.
- Oversee the event onsite, including both event day and set-up the day prior to the event.
- Attend meetings and work sessions as scheduled.
- Work closely with the Friends of MACC social media and marketing teams to facilitate effective event promotion.
- Communicate all questions and complications to Friends of MACC Board of Directors.
- Develop positive relationships with members, event vendors and other volunteers.
- Successfully build volunteer teams that are passionate, positive, and proactive in planning events on behalf of Friends of MACC.
- Recruit and bring in event exhibitors/vendors that add value and enjoyment to the event.
- Provide open communication and details around planned activities with the Friends of MACC board to keep the budget updated.
- Maintain accurate records and budgets for all aspects of the event.
- Track hours worked and record monthly in order to articulate impact.
- Act as liaison with shelter to provide information, answer questions, and coordinate volunteer needs.

Post-event duties:

- Send thank you notes to vendors, sponsors, entertainment and logistics providers.
- Participate in a post-event wrap-up and volunteer survey.
- Organize or input contact information in the CRM system.

Qualifications/requirements:

- Have previous event planning experience (recommended but not required), with the ability to work within budget and collaboratively with others
- Review and sign a Non-Disclosure Agreement and agree to the requirements of working within a Friends of MACC email address



- Ability to work with other event volunteers, key staff in a positive, professional manner at all times and keep track of all moving parts as they pertain to this position
- Proactively track and follow timelines and update them throughout planning process
- Be a self-starter who can troubleshoot and improvise (when needed)
- Have strong written and verbal communication skills and be able to proactively communicate updates, questions and issues within the local planning team and with Friends of MACC
- Be outgoing and personable, have the ability to reach out to new people and talk about the event, and bring them onboard for various aspects of participation
- Have regular access to email, be able to monitor and respond to emails daily (or in the evening). Being responsive is a must!
- Have strong computer skills, which include the following: experience with Google Drive, Outlook and Excel, and the ability to learn new computer software programs
- Be flexible and able to roll with changes throughout the process is a key for success