

Job Title: EVENTS COORDINATOR

Reports to: COMMUNITY DEVELOPMENT OPERATIONS MANAGER

FLSA Classification: NON-EXEMPT

Date Drafted: JUNE 2025

POSITION SUMMARY

The Events Coordinator position is responsible for scheduling and planning events hosted at the Greenville Humane Society, as well as external events hosted by or in support of the Greenville Humane Society.

POSITION RESPONSIBILITIES - ESSENTIAL

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Maintain events calendar and curate new event opportunities.
- Lead GHS event planning and execution (quarterly events, Mutt Strut, donation drives, and community outreach).
- Prepare for and attend events as needed.
- Conduct group tours and other media segments, including frequent WYFF Pet of the Week and Subaru showcases.
- Manage scheduling of public Behavior and Enrichment classes.
- Respond to event inquiries and communications in a timely manner.
- Be able to multitask in a fast-paced environment.
- This is a full-time position: 40 hours per week. Some weekends required.

ESSENTIAL SKILLS AND EXPERIENCE

- Educational background—High school diploma or equivalent.
- Professional demeanor and good communication skills with the ability to work well with others in a fast-paced environment.
- Excellent customer service skills.
- Demonstrates strong organizational skills (record keeping, time management, follow up, etc.). •
- Strong verbal and written communication skills; interpersonal skills.
- Relationship management-- ability to be persuasive and provide leadership to subordinates.
- Ability to create and foster a collaborative team environment.
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work. •
- Strong analytical, problem solving and reasoning ability.
- Ability to take direction, follow instructions accurately and accept constructive criticism.
- Must be comfortable handling cats and dogs.
- Must have reliable transportation.

BENEFICIAL SKILLS AND EXPERIENCE

- Prior event planning experience
- Prior customer service/retail/animal shelter experience.

REPORTING RELATIONSHIPS

REPORTS TO: DEVELOPMENT MANAGER

THIS DOCUMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT OR ALTER YOUR AT WILL EMPLOYMENT. 1



KEY MEASURES

- Facility cleanliness
- Teamwork
- Time Management
- Decision Making
- Accountability
- Love of Animals

ORGANIZATIONAL COMPETENCIES

Transparency

Behaves consistently across situations and ensures that words and actions are aligned. Admits mistakes **and Integrity** and accepts responsibility.

Seeks to discover the root causes of problems, rather than addressing symptoms. Avoids over or under **Decision-Making** analyzing problems/issues. Makes decisions by weighing multiple factors, some of which may not fully defined. Considers the risks and consequences of action and/or decisions.

Teamwork and Collaboration

Builds and maintains routine business relationships with peers and others inside and outside of the organization. Adds value to the team environment and interacts with a positive attitude.

Innovation Respectfully challenges the status quo by analyzing the strengths and weaknesses of current approaches. Modifies and adapts current methods and approaches to better meet needs.

MENTAL & PHYSICAL DEMANDS - ADA GUIDELINES

Physical Demands

Stand ☐ Constantly

☒ Frequently

☐ Occasionally

☐ N/A

Walk ☐ Constantly

☒ Frequently

☐ Occasionally

☐ N/A

Sit ☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Handling / Fingering ☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Reach Outward ☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Reach Above Shoulder ☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Climb ☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Crawl ☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Squat or Kneel ☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Bend ☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A

Lifting Requirements

10 pounds or less ☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
11 to 20 pounds ☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
21 to 50 pounds ☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
51 to 100 pounds ☐ Constantly	☐ Frequently	☐ Occasionally	☐ N/A
> than 100 pounds ☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A

Pushing and Pulling Requirements

THIS DOCUMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT OR ALTER YOUR AT WILL EMPLOYMENT. 2



12 pounds or less ☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
13 to 25 pounds ☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
26 to 40 pounds ☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
41 to 100 pounds ☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
> than 100 pounds ☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A

Definitions

N/A	Not Applicable	Activity is not applicable to this occupation.
-----	----------------	--

O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Print Employee Name Employee Signature Date Signed

Print Manager/Supervisor Name Manager/Supervisor Signature Date Signed

THIS DOCUMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT OR ALTER YOUR AT WILL
EMPLOYMENT. **3**