

CENTRAL MISSOURI HUMANE SOCIETY



Position Title: Events Coordinator

Reports To: Operations Manager

Hours: Part Time- Flexible hours

Salary: To be discussed

Qualifications: Bachelor's degree conducive with supporting the responsibilities of this position or equivalent work experience. Candidate must possess knowledge of animal welfare and care in a shelter setting. In addition, candidate must display excellent written and oral communication skills, public relations skills, public speaking skills, organizational skills and attention to detail. Must maintain positive communication with staff, volunteers and members of the community to promote the organization's goals, programs and activities. Candidate must have a valid driver's license. Flexibility to work both weekday and weekend shifts and any additional time needed to fulfill the mission.

Occupational Hazards:

Animal hair and dandruff, possibility of domestic and wild animal bites. Exposure to potentially communicable disease, such as ringworm, rabies, etc. Applicants should be free of allergies, asthma or back problems and should be able to carry animals, equipment and supplies in excess of 30 pounds.

Duties and Responsibilities:

The Central Missouri Humane Society Events Coordinator is responsible for planning, coordinating and executing both small and large-scale events. These events will include but are not limited to adoption events, community events, fundraising events and outreach events.

- Actively market organization's mission, services, programs and events
- Maintain events calendar and communicate it with staff internally and externally
- Research, identify and execute adoption and community events

- Work closely with the Operations Manager to prepare and distribute marketing materials and promote events within the community

Human Resources/ Personnel Management

- Represent CMHS in a professional and courteous manner at all times
- Provide quality service to customers, volunteers and staff
- Represent the organization in the community by attending community or professional meetings when requested

Animal Welfare

- Ensure all animals attending events are enriched and behavioral needs are met
- Report to Operations Manager or veterinarian department any sanitation or medical concerns with CMHS animals
- Assist with animal care as requested
- Treat animals humanely, with compassion and concern both on and off the job and transmit these values to others

Community/ Customer Service

- Maintain the professional image of the organization
- Interact directly with the public and develop and maintain meaningful relationships to support the goals and mission of the organization
- Represent the organization in the community by attending community or professional meetings when needed

Administrative

- Maintain event calendar and document all event expenses
- Communicate with Operations Manager and any other staff as needed to schedule events

All other related duties as assigned. Such identification in no way restricts the employer's right to alter the job as previously held.

Revised January 2026