



Volunteer Position: Community Engagement Coordinator

Goal of the position:

The Taysia Blue Rescue Community Engagement Coordinator fulfills a vital role in the overall engagement and presence of the Rescue in the community.

The Community Engagement Coordinator will work to project a positive representation of the brand by ensuring participation in key community and Taysia Blue Rescue sponsored events.

Reports to:

- Marketing & Branding Director or Geo Team Leader

Collaborates With:

- Volunteer Director
- Foster Director
- Adoptions Director
- Geo Team Leaders
- Volunteers
- Marketing & Branding Director

Schedule and time commitment:

- Varies, average of 2 hours of planning per month, as needed for events

Location of work:

- Home, Event sites

Core responsibilities:

- Coordination of participation in community and Taysia Blue Rescue sponsored events; this may include but is not limited to:
- Working with Volunteer Director and other Taysia Blue Directors and team members to schedule event staffing,
- Coordinating event materials and logistics,
- Collaborate with Branding and Marketing as needed
- Budget management
- Coordinate with venues/vendors
- Coordinate site set-up/take down

Qualifications:

- Ability to manage large and small projects/events
- Deadline and detail-oriented
- Strong verbal/written communication skill
- Proficient with MS Office Word, Excel, Social Media