**Community Events Team Member Description**

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As a Community Events Team Member, you will take the lead in planning/designing and implementing events in the Charleston community that work towards the longevity and sustainability of funding our programs both in SC and in MN for pets in need. While much of this work may be done remotely, this is a new role within our organization and the best fit for this position is an organized, motivated, outgoing, creative self-starter who can work remotely without a lot of instruction or supervision while minding a small nonprofit budget.

This new position is currently paid hourly, and we estimate, but do not guarantee, 5-15 hours a week. Our vision for this role is that it will start with weekly small events such as booths at vendor fairs, tables at retail shops, etc. and someday grow into golf tournaments and galas (with an appropriate pay adjustment).

**Responsibilities include (but are not limited to):**

* As a small nonprofit, the biggest emphasis is on community engagement and there are two crucial parts to this:
	+ Expanding our donor base and making sure donors see the value in our work. Ensuring we have the needed incoming funds to supporting our programs is top priority.
	+ Making sure the community knows us as a resource and feels confident in reaching out to us during a short-term financial crisis.
* Participate in the development of successful social media and other advertising and engagement strategies with an emphasis on fundraising and creating program sustainability.
* Develop and implement marketing plans, including creating and following a social media content calendar, fundraising campaigns, monthly newsletters, and other projects as needed.
* Develop relationships with businesses and individuals to collaborate with. Create new methods to raise funds for the organization.
* Recruit, utilize, and maintain relationships with volunteers.
* This position is funded by a restricted use grant and requires progress and results tracking. Employee must also have strong communication and interpersonal skills, be highly reliable, and be able to use social media platforms.
	+ Know the value of a dollar to our donors and our resource clients, extreme carefulness with resources is required in this role. Hours are asynchronous and we can delegate hours to the extent there is measurable and meaning progress in your work.

Bottom of Form**Desired Experience:**

* Previous experience working or volunteering in a non-profit setting preferred.
* Marketing, sales, event, or fundraising experience preferred.

**Company Values:**

* Weekly allotted hours are asynchronous – if you attend the events you schedule and make weekly progress for grant reports, when and where you work is up to you!
* Family first- never apologize for needing to hold your baby during a zoom call with us. If you can safely focus on your role and responsibilities at events and the venue is child/dog friendly, we welcome and encourage “junior volunteers”.
* Our clients come from all different backgrounds. We will always treat your with dignity and respect and insist you treat everyone you cross in your role the same way.
* We love dedication and hard work. $10/hour is meant to be a starting pay. Once you have a plan, can demonstrate we can count on you to show up to your events, and the position is producing enough income to sustainably pay more while still supporting these important programs, ask us for a meeting.

Interested applicants should send a resume and cover letter to assistance@cornerofkindness.org