

Nevada Humane Society Job Description

Community Programs Project Manager – Special Events

Reports to Community Programs Director

Job Description

Developing and managing projects and activities with the goal of creating a no-kill community in Washoe County, Nevada with the emphasis on special events and promotions.

Responsibilities include:

- Managing and maintaining the events calendar, making sure all events are appropriately scheduled and managed.
- Planning and coordinating special events and promotions, making sure they happen on time, within a responsible budget, and obtain set goals.
- Overseeing the promotion of assigned events, promotions, and other community activities, including news releases, PSAs, media coverage, posters, volunteer and staff announcements, etc.
- Writing and coordinating the production of advertising and promotional materials as needed.
- Writing and distributing news releases and cultivating contacts with the media.
- Managing multiple projects and activities at the same time.
- Creating and motivating active volunteer teams on specific projects and events.
- Utilizing and managing volunteer teams as much as possible, minimizing staff in the field.
- Providing timely information and photos for use in newsletters and the website.
- Making presentations and representing NHS at local community events and in the media, as appropriate.
- Coordinating or assisting with other related projects as determined by the Community Programs Director.
- Participating in staff, volunteer, and donor recruitment.
- Working and communicating effectively with all NHS staff.
- Keeping up with developments in the humane movement – watching for emerging trends and sharing observations with the other NHS staff members.

Required skills and experience:

- Strong interpersonal skills – team player, personable, professional, and able to get along well with a variety of people.
- Takes initiative and does not require everyday supervision.
- Attention to detail.
- Strong organizational skills.
- Ability to consistently meet deadlines.

- Proficient in Microsoft Windows and Office (especially Word & Outlook, sometimes PowerPoint and Excel) and desktop publishing software. Comfortable learning and using online information systems.
- Ability to set goals, to work independently as well as part of a team to plan and carry out projects.
- Flexible and able to manage multiple tasks and projects.
- Ability to manage projects in an organized, efficient and effective manner.
- Commitment to the organization's mission and strong desire to keep abreast of animal issues.
- Specific experience/knowledge in the areas of volunteer management, event planning, and program development, and a general understanding of pet care and animal welfare is desirable.
- Minimum educational requirement: bachelors degree.

Physical Requirements:

- Physical ability to walk and/or stand on your feet throughout a normal workday required.
- Physical ability to engage in repetitive motions of legs, arms, and hands, to hear, to see, to move animals and goods.
- Allergic conditions, which would be aggravated when handling or working with animals, may be a disqualification.

Exempt Position: Minimum of 8 hours per day, 40 hours per week. Daily reporting hours and days of the week may vary according to the needs of the department schedule. May be required to be on call on a 24-hour, 365-day basis. May include weekend, night and holiday work.

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. A 90-day probation period is implemented for all staff.

Note: *We want to make employees aware that from time to time we euthanize animals who are sick or injured. Also, from time to time we need to end the life of a dog who has displayed aggressive tendencies and who poses a risk to public safety or to the safety of other animals.*