



Event Planning & Sponsorship Assistant

The Athens Area Humane Society rescues and protects companion animals by providing for their wellbeing, uniting them with loving homes, and advocating for a compassionate society. We envision a society where all dogs and cats have a loving home and the bond between pets and people is celebrated. Founded in 1899, AAHS is among the first charitable organizations in Athens and one of its most beloved. Thanks to the generosity of individual donors, small family foundations, and legions of community volunteers, AAHS helps, heals, and homes more than 4,000 pets annually.

Position Overview

The Event Planning & Sponsorship Assistant is responsible for organizing unique and memorable experiences that both delight and surprise guests and supports and meet organizational objectives. The incumbent serves as a liaison to AAHS's active Events Committee to organize all aspects of event planning and logistics, and to staff development and marketing teams to engage and promote meaningful brand partnerships through corporate sponsorships. AAHS signature events portfolio is eclectic and include virtual engagement, high-profile third-party venues, intimate on-site gatherings, large community-based events, and social media platform learning experiences. This position is part-time, not to exceed 25 hours/week, non-exempt, and reports to the Event Committee Chair.

Roles & Responsibilities

- Assist in all aspects of event planning details with attention to financial and time constraints.
- Collaborate with administrative and program departments to execute events details, including Events Committee, Volunteer Relations Coordinator, Marketing & Communications Manager, Program Director, and CEO.
- Delegate and clarify assigned specific roles and responsibilities to volunteers.
- Secure staff and board attendance commitments and assist with guest engagement assignment.
- Assist in developing and reporting on meaningful event evaluation tools.
- Secure and negotiate with vendors to achieve mutually beneficial sponsorship engagement.
- Help develop fact sheets, site maps, and event schedules for timely distribution to all parties.
- Following each event, report requested outcome information to events committee to measure and evaluate success and areas of improvement

Qualifications

- Superior written and verbal communication and organizational skills
- Superior time management and scheduling skills
- Must have excellent interpersonal acumen to relate and communicate to volunteers, staff, supporters, vendors, third-party organizers, and other target demographics
- Ability to work independently and self-motivate

- Ability to quickly assess a situation, prioritize event attendee or third-party needs, and respond in a proactive, friendly manner
- Must be a team player, guest centered, and community minded.
- Ability to attend scheduled events that fall on weekends and afterhours.
- Knowledge of principles and processes to provide a remarkable experience. This includes event needs assessment, meeting quality standards, and evaluation of attendee/third-party satisfaction.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Diversity, Equity, & Inclusion Statement

We work to recruit diverse candidates and ensure our team members have all the tools they need to be successful. Our mission is most effectively fulfilled through proactively supporting the values of equity, inclusion, and diversity. Diversity may be measured by, but is not limited to, differences in age, ethnicity, race, gender identity, sexual orientation, economic circumstance, class, religion, disability, geography, and profession. We acknowledge and respect the many differences that comprise thriving communities and seek diversity in our staff to ensure that a range of perspectives, opinions, and experiences are recognized and acted upon in achieving our purpose. We intend to promote a fully equitable animal welfare sector that justly represents and serves all our constituencies. Consequently, we strongly encourage applications from candidates of color, LGBTQ+ identity, and other historically marginalized communities.