



Special Events & Spay/Neuter Coordinator

Mission Statement: Dedicated to saving the lives of homeless animals through rescue, adoption, education and spay/neuter.

Organization Values: Dedication, Compassion, Responsibility, Integrity, Respect

Schedule: Part-time/year-round position. This person will work 10-20 hours/week with a flexible schedule. Additional hours will be required prior to and following the spring and fall spay/neuter clinics and the New Leash on Life annually held in July.

Reports to: Executive Director

Overview: Special Events & Spay/Neuter Coordinator will work in collaboration with the Executive Director and the events committee to plan the AAC's annual New Leash on Life. This person will also support the AAC's development work, and spay/neuter efforts across Wyoming.

Responsibilities:

- Events Planning and Execution:
 - Spearhead the planning and execution of engaging events to raise awareness and funds for our organization.
 - Work with graphic designer to develop event concepts and themes that align with our mission and resonate with our target audience.
 - Coordinate with relevant stakeholders to secure event venues, sponsors, and volunteers.
 - Manage event logistics, including scheduling, setup, and tear-down, to ensure events run smoothly.
 - Organize auctions and grand raffle. This includes securing, promoting, and providing donation letters of thanks.
- Fundraising Support:
 - Help develop the Old Bill's campaign and mailing.
 - Entering and issuing tax receipts for donations.
 - Review grant requests and follow-up reports.
- Spay/Neuter:
 - Oversee the spay/neuter voucher program including processing vouchers from current partners and seeking new Wyoming partners.
 - Work with Spay/Neuter team in preparation for the spring and fall clinics held on the Wind River Reservation. This includes running the autoclave, organizing and ordering supplies, planning accommodations, and more!
- Qualifications:
 - High attention to detail and a keen eye for design aesthetics.
 - Strong project management skills with the ability to meet deadlines and work under pressure.
 - Excellent written and verbal communication skills.
 - Proven experience in planning and executing successful events is highly desirable.
 - A collaborative team player with a sense of humor.

What We Offer:

- Competitive wage and flexible schedule.
- A collaborative, team-oriented work environment.
- The opportunity to make a tangible impact on the lives of homeless animals.

If you are passionate about animal welfare and have a strong background in event planning, we would love to hear from you!
Please send your cover letter and resume to Carrie Boynton at carrie@animaladoptioncenter.org No phone calls please.