



Helpaws

Help Animal Welfare in Saint Lucia

Events Coordinator

The responsibilities of the *Events Coordinator* are as follows:

- To plan and coordinate upcoming events to share the HelpAWS mission
- To promote the HelpAWS organization to the general public
- To complete and submit event attendance applications
- To ensure payments for any event costs are completed on time and documented
- To develop ideas for events annually and register for new events
- To work congruently with the *Fundraising & Marketing* and the *Merch Coordinator*
- To create Facebook events to inform followers of upcoming events
- To share event flyers for upcoming events on social media and other platforms
- To manage *Event Volunteers* to ensure they are representing HelpAWS appropriately
- To interview, hire and manage *Event Volunteers* as required
- To schedule event volunteers accordingly, and ensure each volunteer receives a schedule and expectations for event
- To ensure each event volunteer is trained and knowledgeable about HelpAWS
- To organize any materials needed for events with the *Lead Events Volunteer*
- To provide storage & house event materials throughout the year (table, trolley, etc.)
- To setup and breakdown at each event or to assign *Event Volunteers* to perform

The expectations of the *Events Coordinator* are as follows:

- Plan a minimum of ten (10) large-scale events per year
- Plan a minimum of twenty (20) Ren's Pet Depot Information Days annually
- Check the *HelpAWS Events & Fundraising* group chat at least once a day
- Swag sold at events MUST be tracked and reported to swag@helpaws.com
 - Money must be deposited via e-transfer immediately after the event to swag@helpaws.com
- General donations received at events MUST be tracked and money must be deposited via e-transfer immediately after the event to donate@helpaws.com