

Events and Volunteer Coordinator



Department: Development		
Location: Warrior Canine Connection Headquarters and Some Remote Work		
Job title: Events and Volunteer Coordinator		
Reports to: Director of Development		
Classification:	Position type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours: 40 - 50 hours per week, M - F and some weekends
General description <p>The Events and Volunteer Coordinator is responsible for the management and coordination of all WCC community outreach events and volunteer programs within the organization. Additionally, this position will work closely with the Communications Manager and the Director of Development on the development and implementation of the marketing, public relations, and community outreach plans and provide content for the WCC website and social media channels. This position supports the development of sponsorship/trade/business arrangements and relationships with businesses, individuals and organizations interested in supporting WCC events and activities. This position will work in coordination on other projects as assigned by the Director of Development, other office staff and volunteers in attracting funding for WCC.</p>		
Duties and Responsibilities: <ul style="list-style-type: none">• Planning, implementation and follow-up for all special events and annual receptions.• Coordinate event logistics, publicity, including public relations, advertising and collateral material design, production and distribution. Works closely with Communications Officer and Director of Development on these tasks.• Responsible for the development and fulfillment of the events budget.• Cultivate and expand sponsorship development and fulfillment.• Supervise and coordinate with event contractors.• Coordinate with Communications Officer and Director of Development annually to develop and implement marketing plans and materials.• Maintain and broaden social networking to benefit the organization.• Actively participate and staff committees as necessary and appropriate.• Assist the Executive Director and Director of Development in other fundraising programs as necessary.• Develop and maintain event and volunteer databases.• Manage all aspects of volunteer committees and volunteer coordination, including but not limited to, staffing, recruitment, supervision, training and acknowledgement.• Maintain a roster of all Volunteers. Track and prepare reports regarding individual and group volunteer hours of service.• Develop and implement a Volunteer Orientation and Training program.		

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Required experience, skills, background

- Bachelor's or Associates degree or 5 years of related work experience, preferably with a non-profit.
- 2-4 years of experience in a paid special events and/or 2-4 years of experience in a paid marketing position.
- Experience managing volunteer teams.
- Evidence of successful event, sponsorship, marketing, public relations or business development experience required.
- Must have demonstrated abilities to speak and write at a Professional Level.
- Basic computer skills including Customer Relations software and Microsoft Office.
- Ability to lift 30 lbs.
- Ability to travel 3 days per month out of town and weekly within the DC Metro area.

Desired experience, skills, background

- Familiarity with the military community.
- Public Speaking experience.
- Experience with Customer Relationship Management (CRM) systems.
- Familiarity with Google and electronic file sharing applications.

About Warrior Canine Connection

Warrior Canine Connection (WCC) is a pioneer in the use of service dog training therapy for Warriors with psychological injuries. By utilizing its Mission Based Trauma Recovery (MTBR) model, WCC supports recovering combat Veterans and their families. WCC provides Warriors a regained sense of purpose through the opportunity to engage in a critical military support mission while simultaneously receiving treatment for their own symptoms of Post-Traumatic Stress (PTS) and Traumatic Brain Injuries (TBI). Based on the time-honored tradition of Warriors helping Warriors, their mission is to train highly-skilled service dogs that provide years of mobility and social support to Veterans with disabilities.

In our relatively short history, we've made an incredible impact—providing the opportunity for more than 4,000 Service Members and Veterans to benefit from this innovative MBTR therapy, and prepare highly-skilled mobility service dogs that have been placed—at no cost—with Veterans with disabilities and their families. Our work has been recognized at the highest levels of the Department of Defense, and is part of the medical protocol at the National Intrepid Center of Excellence in Bethesda, MD, the Warrior Transition and Brain Injury Units at Walter Reed National Military Medical Center, the Warrior Transition Unit at Fort Belvoir, as well as the Palo Alto and Menlo Park VA Medical Centers in California. WCC has also taken a leadership role in scientific research into the neurobiological and behavioral effects of service dog training as a therapeutic modality to mitigate the symptoms of TBI and PTS. We are currently collaborating with military and civilian academic institutions to carry out two DoD-funded research studies on WCC's MTBR model. For more information, please visit: www.warriorcanineconnection.org.

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How to Apply

Please email resume and cover letter including salary requirements – with applicant’s full name in the email subject line – to giving@warriorcanineconnection.org. Position open until filled.