

## **Web Events Manager (WEM)**

The National Kitten Coalition is a nonprofit dedicated to the mission of increasing survival rates of kittens through education. Kittens are among the most-euthanized group of animals at shelters and rescues because staff and volunteers often do not have the knowledge they need to care for sick or underage kittens. We are a largely volunteer organization focused on providing education and training to all those caring for kittens or wanting to learn how.

The National Kitten Coalition is seeking a Web Events Manager to organize, implement and oversee our online events. This is a part-time, fully remote position of 20 hours per week.

The ideal candidate will have significant knowledge and experience with internet-based events and familiarity with GoToWebinar and other platforms. The WEM must have exceptional organizational and interpersonal skills. Candidates should be self-motivated to manage time and accomplish tasks meeting stated or self-imposed deadlines. Additionally, the WEM candidate should have excellent communication skills, written and verbal, and be able to work independently but also as a member of a team. Attention to detail and commitment to professionalism and excellence are essential.

### **Specific responsibilities include, but are not limited to:**

- Developing and overseeing all aspects of NKC's web events such as planning, scheduling, creating, moderating, presenting, marketing and reporting analytics;
- Creating and maintaining a Web Events Calendar and Database of presentations and other key items for planning, implementing and assessing the Web Events Program;
- Working with NKC speakers and guest speakers to decide on topics, schedule presentations, broadcast events and any related correspondence before and after the event;
- Managing several Web Events Volunteers who will assist with Web Event activities as appropriate and determined by the WEM;
- Working with members of the NKC Conference Teams regarding webinar aspects of conference events;
- Assisting with NKC's e-Learning Platform in cooperation with the Director of Educational Programs and other team members;
- Working with others within NKC to ensure that web events are represented and marketed accurately.

**To apply: Send cover letter, resume and salary requirement to: [HR@KittenCoalition.org](mailto:HR@KittenCoalition.org)**

Job positing open until July 15, 2021

<https://kittencoalition.org/>

<https://www.facebook.com/kittencoalition>