The National Kitten Coalition

Web Events Manager (WEM)

The National Kitten Coalition (NKC) is a nonprofit organization dedicated to the mission of increasing kitten survival rates and transforming their lives through the power of 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. NKC is a largely volunteer group of dedicated people working to change that paradigm. We focus on providing education and training to all those who care for kittens or who want to learn to do so successfully.

The National Kitten Coalition is seeking a Web Events Manager (WEM) to organize, implement and oversee our online events. This paid position is fully remote and part-time, 15-20 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 experience managing others, 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, working with presenters, working with the marketing team, and reporting analytics;
- Creating and maintaining a Web Events Calendar and Database of presentation analytics 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 a cover letter, resume and salary requirement to HR@KittenCoalition.org.

This job positing open until a qualified candidate is chosen.

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