

Black Foxes UK - Events Coordinator

Job Title: Events Coordinator

Location: Remote/Onsite for events/May require travel for B2B meetings

Commitment: 3 hours per week (Minimum 3 months)

Role Overview:

As an Events Coordinator for Black Foxes UK, your primary responsibility will be to plan and execute membership drives aimed at growing our community of supporters. You will organise engaging, cost-effective events that highlight our conservation and welfare efforts for foxes, working both remotely and onsite to manage logistics, liaise with stakeholders, and ensure a successful event experience.

Key Responsibilities:

- Organise and coordinate local membership drive events, including venue arrangements, scheduling, and logistics.
- Manage event marketing efforts, such as online promotions, partnerships, and outreach to attract attendees and new members.
- Liaise with venues, vendors, speakers, and other stakeholders to ensure smooth event execution.
- Monitor the event budget, ensuring costs remain within limits while maximising revenue from memberships, ticket sales, and merchandise.
- Track event performance, gather feedback, and assist in post-event reporting to enhance future events.

Required Skills and Qualifications:

- Strong organisational and project management skills, with previous experience in event coordination preferred.
- Excellent communication skills, both written and verbal, with the ability to interact effectively with various stakeholders.
- Creative problem-solving abilities and flexibility to adapt to challenges during event planning.
- Experience in marketing, particularly in promoting events through social media, flyers, and local outreach.
- Ability to work independently, manage time effectively, and collaborate with a small team.

Eligibility:

- Applicants must be 18 years of age or older.
- Access to a reliable device and internet is required.