



Job Title: Communications & Events Associate

Reports to: Senior Director of Marketing & Communications

FLSA Status: Hourly, Non-Exempt

Employment Status: Part-time regular

Summary of Responsibilities

The Communications & Events Associate supports outreach and event coordination to enhance community engagement and visibility for Mohawk Hudson Humane Society. This part-time position is ideal for a creative, organized, and detail-oriented individual passionate about animal welfare and nonprofit communications.

Essential Duties

Event Coordination

- Understands diversity is a strength, equity is non-negotiable, inclusion is our obligation, and embodies this understanding in all interactions with internal and external stakeholders
- Provide logistical and administrative support for fundraising events
- Assist with sponsorship outreach and tracking
- Coordinate vendor communication and auction item solicitation and tracking
- Help manage event registration and provide on-site event support
- Assist in developing and managing event websites, including set up and online auctions

Communications & Social Media

- Assist the Social Media & Communications Manager in gathering and creation of content for social media platforms, including short videos and graphics as directed
- Monitor and respond to comments and inquiries on social media and other digital platforms
- Support the development of newsletters, email campaigns, and website updates
- Assist in maintaining, reviewing, and responding to public comments on Google, Apple, Yelp as needed
- Other duties as assigned

Qualifications

- **Prior Experience:** One year or more of consistent work experience (one year of work experience may be substituted by an associate of bachelor's degree in a relevant field)
- **Education:** High school diploma or GED required; college degree preferred
- **Credentials:** No specific credentials required
- **Values:** Passion for the mission of MHHS, enthusiasm for fundraising and community engagement, and alignment with the organization's core values (Compassion, Advocacy, Respect, Excellence, and Stewardship)
- **Availability:** Monday-Friday with regularly scheduled shifts up to a maximum of 20 hours per week; this is an in-person position with no expectation of remote work allowances

Skills

- Exceptional attention to detail and outstanding organizational skills
- Excellent written and verbal communication skills
- Ability to manage multiple projects and deadlines effectively in a fast-paced environment
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Experience with social media
- Proficiency in content creation tools (e.g., Canva, InDesign, Photoshop) preferred
- Ability to work independently as well as collaboratively with a team
- Excellent emotional regulation
- Flexible and creative problem solving

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person in this position is regularly required to:

- Use hands and fingers, talk and hear
- Stand, walk, sit, and reach with hands and arms
- See clearly, with or without corrective lenses, up close, at a distance, peripherally, and perceive depth and color

Working Conditions

- Working hours are subject to change based on the needs of the organization
- Alternate schedules, nights, and holidays may sometimes be required
- Work will take place in a variety of environments including medical offices, administrative offices, operational areas, and offsite, including outdoors
- The noise level in the work environment is usually moderate, and hearing protection is available where noise exceeds acceptable levels
- While performing the duties of this job, the position will be exposed to animal odors, animal wastes, chemical cleaning agents, and airborne particles

Employee Print Name

Employee Signature

Date