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Community Event Organizer

Position Summary

Community Events Organizers help Carolina Boxer Rescue maintain a strong presence in their local communities by identifying and participating in events where CBR can connect with supporters, meet potential volunteers and adopters, promote our mission, and raise funds.

This is not a traditional event-planning position. Community Events Organizers are not expected to plan large events (unless they so choose to), manage complicated logistics, or do everything themselves. The CBR Community Engagement Team provides support, resources, marketing assistance, event materials, and guidance.

Your role is to **find opportunities, help coordinate CBR's participation, and represent the rescue at events.**

This is a great volunteer role for someone who enjoys meeting people, making connections, and getting out in the community.

What You'll Do

- Identify local events, fundraisers, festivals, breweries, businesses, and other opportunities where CBR could participate.
- Develop relationships with local businesses, organizations, and event organizers.
- Help coordinate CBR's participation in events in your area.
- Recruit other CBR volunteers to help when needed.
- Attend events and serve as a friendly CBR presence in the community.
- Share information about Carolina Boxer Rescue and our mission.
- Help collect donations, sell CBR merchandise, or promote fundraising initiatives when applicable.
- Complete a brief post-event recap so we can track participation and learn what worked well.

Annual Commitment

Community Events Organizers are encouraged to participate in **approximately four community events per year**, or about one event per quarter.

Events do not have to be large or complicated.

Examples include:

- Spending a few hours at a local brewery with a CBR table
- Participating in a community festival or pet event
- Setting up at a local business's fundraising event
- Hosting a CBR meet-and-greet
- Participating in a local adoption or outreach event
- Attending a networking or community event where CBR can have a presence

The goal is to maintain a **consistent CBR presence in the community**, not to produce four major fundraisers.

Scheduling is flexible and based on volunteer availability.

CBR Will Support You

You are **not expected to figure everything out on your own.**

The CBR Team can provide:

- Event ideas and recommendations
- Planning resources and templates
- CBR tables, banners, and event supplies
- Marketing and promotional support
- Social media and website promotion
- Fundraising guidance
- Volunteer recruitment assistance
- Help with event logistics and questions
- Support before, during, and after events

What We're Looking For

The ideal Community Events Organizer is:

- Friendly and outgoing
- Passionate about Carolina Boxer Rescue
- Comfortable talking with people
- Dependable and communicative
- Interested in meeting local businesses and community members

- Willing to represent CBR in a positive and professional manner

Previous event planning experience is not required.

What This Role Is — and Isn't

You ARE:

- Finding opportunities for CBR
- Building community relationships
- Helping coordinate CBR's participation
- Getting volunteers involved
- Representing CBR at events

You ARE NOT expected to:

- Plan large events from scratch
- Handle every event detail yourself
- Find all the volunteers yourself
- Create marketing materials
- Manage complicated event logistics
- Be an experienced event planner

If you enjoy people, networking, and talking about boxers, you can do this job.

The Community Events Organizer helps bring CBR into the community — **and the CBR team helps make the events happen.**