

## **Mississippi Wildlife Federation Events and Operations Coordinator**

1. Coordinate events
  - a. Coordinate all events, including the Conservation Achievement Awards, Squirrel Hunts, NatureFest, Gator Bait Hatchling Race, Katfishin' Kids, Wildlife Extravaganza, Outdoorama on the Rez, and End-of-Year campaign
  - b. Work with board, affiliates, partners, sponsors, exhibitors, and vendors to arrange activities, secure funding, and organize payments and expenses, to include state taxes for the Wildlife Extravaganza
  - c. Manage all planning, operations, supplies, and services
  - d. Manage volunteers
  - e. Board Meetings
    - i. Work with Executive Director to plan board meetings, to include the Annual Meeting and all committee meetings
    - ii. Coordinate operations, supplies, and services for board meetings
    - iii. Record and notate minutes
  - f. Work with staff, board, affiliates, and partners to secure in-kind donations
  - g. Work with Executive Director and board to develop guest lists
  - h. Organize mailing lists
  - i. Coordinate registered participants to ensure a positive experience
  - j. Coordinate with partners and Executive Director to report on events
2. Manage event communications
  - a. Coordinate all advertisements for events, including radio, broadcast, and print
  - b. Design/create invitations for events
  - c. Design event programs
  - d. Design ads for events and publications
  - e. Design digital media content
3. General Organization Support
  - a. Process bills and invoices
  - b. Enter bills and invoices into QuickBooks database
  - c. Enter all electronic transactions in QuickBooks database
  - d. Work with Development and Outreach Coordinator and Executive Director to reconcile accounts
  - e. Assist with office administrative tasks (answering phones, filing, mailings, ordering supplies, cleaning, etc.)