

Strides Therapeutic Horsemanship Center

5426 N. Rd 68 Ste. D-204
Pasco, WA 99301
509-492-8000
Non Profit 501(c)(3) #20-8371068



Event Coordinator – Volunteer Role

As a Volunteer Event Coordinator for Strides, you will play a vital role in organizing and executing impactful events that support our mission. You will be responsible for planning, coordinating, and overseeing various events, ensuring they run smoothly and successfully.

This role requires strong organizational skills, attention to detail, and the ability to work collaboratively with volunteers, sponsors, and community partners. From brainstorming event concepts to managing logistics and execution, you will be instrumental in creating meaningful experiences that engage participants and further Strides' initiatives.

Key responsibilities include scheduling venues, coordinating vendors, promoting events, recruiting and training volunteers, and ensuring all aspects of event operations align with Strides' goals. On event days, you will oversee setup, execution, and breakdown, addressing any challenges that arise to guarantee a seamless experience.

As a Volunteer Event Coordinator, you will have the opportunity to develop leadership skills, expand your network, and make a lasting impact in the community while gaining valuable experience in event planning and nonprofit management.

This position is ideal for individuals who are passionate about community engagement, event planning, and making a positive impact. It is a great opportunity for aspiring event planners looking to gain hands-on experience in organizing and coordinating events. Those with a strong interest in nonprofit work will find it especially rewarding, as it allows them to support a meaningful cause while contributing to the mission of Strides.

People who excel in multitasking, problem-solving, and communication will thrive in this role, as it requires working with diverse teams, managing logistics, and ensuring events run smoothly. It is also a valuable experience for students and recent graduates seeking to enhance their resumes and develop leadership skills. Retirees and community advocates who are looking to stay actively involved and give back to their communities will also find fulfillment in this position. Additionally, professionals interested in strengthening their project management and event coordination skills in a real-world setting will benefit from the experience this role provides.

Overall, this position is perfect for anyone eager to make a difference while building valuable personal and professional skills.

Position: Volunteer Event Coordinator

Organization: Strides

Location: Remote

Commitment: 20+ weekly

Position Overview:

We are looking for a passionate and organized **Volunteer Event Coordinator** to support the planning and execution of events that align with our mission. In this volunteer position, you will work closely with our event management team to assist with the coordination of various events, ensuring everything runs smoothly from start to finish. The ideal candidate is a detail-oriented individual who enjoys working with people, thrives in a dynamic environment, and is dedicated to making a positive impact in the community.

Key Responsibilities:

- Assist with planning, organizing, and coordinating events to ensure smooth execution.
- Support in recruiting, training, and managing volunteers for events.
- Help with event logistics, including scheduling, venue coordination, and vendor management.
- Assist in promoting events through social media, email newsletters, and local outreach efforts.
- Work alongside the event team to ensure all activities are properly set up and executed on event day.
- Provide on-site support during events, troubleshooting issues and addressing participant needs.
- Communicate with event participants, sponsors, and vendors to ensure all requirements are met.
- Gather and analyze feedback to improve future events.
- Ensure a positive, welcoming environment for all volunteers and participants.

Qualifications & Skills:

- Strong organizational and time-management skills.
- Excellent communication and interpersonal skills.
- Ability to work well in a team and with diverse groups of people.
- Comfortable working under pressure in a fast-paced environment.
- Previous volunteer experience or experience in event coordination is a plus but not required.
- A passion for community service and supporting meaningful causes.
- Flexible and adaptable with a can-do attitude.

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This **volunteer position** offers the opportunity to gain valuable event coordination experience, enhance leadership skills, and make a positive impact in the community. If you are looking to contribute to a cause you care about while developing new skills, this is the role for you!