



Career Opportunity: National Events Logistics Coordinator

Guided by the belief that dogs make a difference by being the best partner a human can have in the field, on the job, or in a competition event, UKC is a community for people and dogs to pursue excellence together. Founded in 1898, UKC has been dedicated to enhancing the lives of Dogs That Do More, and their owners, by providing essential resources to help owners and breeders make informed decisions. The dog-human bond is celebrated through family-friendly programs highlighting the instincts and heritage of purebred and mixed-breed dogs alike at over 15,000 licensed events annually.

We are recruiting an energetic and self-motivated National Events Logistics Coordinator to grow with us at UKC. In this fast-paced role, you would travel to 15+ events throughout the year and lead the execution on event logistics. This role reports to the Vice President and is based at our office in Kalamazoo, Michigan.

We are looking for an adaptable self-starter and detail-oriented team member who:

- Exhibits strong ability to make decisions, remain highly organized, and manage multiple projects at a time
- Has a flexible schedule and is willing to travel to 15 or more events a year including both weekdays and weekends
- Has a valid driver's license and clean driving record and is comfortable driving a box truck or pulling a trailer
- Has ability to be active, standing for long hours, and lift objects up to 60 pounds
- Has excellent verbal and written communication skills to thrive in team environment
- Has proficiency with MS Outlook, Word, Excel, and Teams

Your core responsibilities would be to:

- Travel to select events and lead the execution of the event layout and logistics, ensuring the UKC and partner brands are prominent and well represented
- Manage inventory of event assets and prepare event kits to go to UKC-hosted and supported events
- Source and secure catering or any other necessary logistics necessary for a successful event
- Contract and book hotel room blocks for UKC's major events
- Coordinate and book flights and ground transportation for judges traveling to events

Our compensation and benefit offering to you:

- Company-supported medical, dental, vision, and life insurance programs
- Paid vacation and sick time after one year plus paid holidays
- 401(k) with company matched contributions
- Continuous training and development programs with opportunities for growth and advancement
- Salary for this position is commensurate with experience

If you love travel and coordinating events while working in a fast-paced environment, we know you would love working on our team.

Dogs that do more.™

Please submit your resume to careers@ukcdogs.com.