

JOB DESCRIPTION

OUTREACH COORDINATOR

THE POSITION	<p>Under direction from the Executive Director, will be responsible for and work to provide day-to-day coordination, implementation, evaluation, and assistance with programs supporting all SVACA services. This is an at-will position.</p>
EXAMPLES OF DUTIES	<ul style="list-style-type: none"> ◆ Coordinate the volunteer program and assist with the foster care program. ◆ Work closely with placement and rescue groups. ◆ Work closely with the Member Agency public relations departments. ◆ Coordinate fundraising and special events with the Friends of SVACA. ◆ Communicate with the media. ◆ Promote SVACA's programs and services through social media and SVACA's website. ◆ Promote adoptable animals through a variety of means including offsite events. ◆ Coordinate public education events. ◆ Apply for animal related grants. ◆ Provide education and service to customers as required. ◆ Perform miscellaneous office and animal care duties. ◆ Perform related duties as assigned.
ESSENTIAL JOB FUNCTIONS and REQUIREMENTS	<ul style="list-style-type: none"> ◆ Must have five years paid employment requiring independent decision making and high level of public contact experience. ◆ Must have two years of supervisory or management experience or its equivalent in an agency with the aforementioned responsibilities. ◆ Must have one year paid employment in modern marketing, advertising and public relations techniques, and promotional events planning. ◆ Must have a high school diploma, G.E.D equivalency, or a high school proficiency certificate. ◆ Must possess a valid California driver's license with a clear driving record and be insurable. ◆ Must have computer training and/or experience. ◆ Must have the ability to work quickly, efficiently and be well organized. ◆ Must have the ability to develop and maintain good working relationships with a variety of public and private agencies, organizations and vendors. ◆ Must have knowledge and basic skills in the humane care and handling of animals. ◆ Must have knowledge of basic animal behavior and ability to identify animal breeds, age and health conditions. ◆ Must have the ability to communicate effectively both orally and in writing. ◆ Will work both indoors and outdoors in all weather conditions during daylight and after dark. ◆ Will be exposed to loud noise, offensive odors, chemicals, animal parasites and excreta. ◆ Will work with healthy, sick, dead and fractious animals. ◆ Will work with difficult and irate customers. ◆ Will be required to stand or sit for long periods of time, climb fences/ladders, walk, reach, frequent bending and stooping, lift and carry up to 50 lbs. without assistance. ◆ Will work at a shelter where euthanasia occurs which may cause physical or emotional stress. ◆ Must work rotating shifts, weekends, holidays, and overtime as needed.