JOB DESCRIPTION

OUTREACH COORDINATOR

THE POSITION

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.

EXAMPLES OF DUTIES

- 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

- 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.