

Placer SPCA JOB DESCRIPTION

JOB TITLE: Community Engagement Coordinator

DEPARTMENT: Administration

ACCOUNTABILITY: Director of Engagement

FUNCTION: Under the general supervision of the Director of Engagement the Community Engagement Coordinator will utilize opportunities to develop, maintain, and support outreach efforts. Community engagement services will provide support and assistance to the general public with an emphasis on supporting the human animal bond and keeping pets with their owners.

DUTIES AND RESPONSIBILITIES:

1. Outreach efforts will include presentations to the public, coordinating tabling and adoption events *
2. Researches, develops, and maintains relationships with identified community social services partners *
3. Participates and manages as assigned the development and implementation of partnership programs *
4. Creates programs, based on Society and community goals, that promotes and supports the human animal bond through pet responsibility and retention *
5. Assists with scheduling and conducting both on-campus and off-site educational programs related to SPCA services *
6. Staffs information booths, special events, and speaking engagements on Placer SPCA programs and services *
7. Works and manages community engagement volunteers, to include training and scheduling
8. Oversees Placer SPCA social services including Spay & Neuter Assistance Program, Senior Wellness Clinic, and Mobile Event Team *
9. Senior Wellness Clinic*
 - a. Oversees the Senior Wellness Clinic materials and data
 - b. Administers and processes Senior Wellness Clinic requests from clients in need
 - c. Manages and maintains Senior Wellness Clinic database
 - d. Coordinates with appropriate staff, volunteers, and clients to schedule and conduct Senior Wellness Clinic
 - e. Tracks statistics and outcomes of Senior Wellness Clinic program
 - f. Reviews invoices for the Senior Wellness Clinic program and assists with processing for prompt payment
10. Mobile Event Team*
 - a. Oversees the Mobile Event volunteers, materials, and data
 - b. Recruits and trains Mobile Event volunteers
 - c. Administers and processes Mobile Event requests from 3rd party groups
 - d. Manages and maintains Mobile Event database

- e. Develops and nurtures relationships with community partners participating with Mobile Event Team*
 - f. Coordinates with appropriate staff, organizations, volunteers, and clients to schedule and conduct mobile events
 - g. Tracks statistics and outcomes of Mobile Event program*
 - h. Reviews invoices for the Mobile Event program and assists with processing for prompt payment*
11. SNAP (Spay and Neuter Program)*
- a. Oversees SNAP volunteers, materials, and data
 - b. Recruits and trains SNAP volunteers
 - c. Administers and processes SNAP data from in-house, online, and volunteer channels
 - d. Manages and maintains SNAP database
 - e. Recruits veterinarians for SNAP program
 - f. Develops and nurtures relationships with participating SNAP veterinary clinics
 - g. Coordinates with appropriate staff, organizations, volunteers, and clients to schedule and conduct spay and neuter clinics (including feral cat spay/neuters)
 - h. Tracks statistics and outcomes of SNAP program
 - i. Reviews invoices for the SNAP program and assists with processing for prompt payment
 - j. Provides assistance to clients who are looking for low cost spay and neuter services, within and outside of Placer County
12. Works with the Director of Engagement to: *
- a. Assess organizational needs and target populations to design and improve programs
 - b. Continuously monitor and assess the success of the assigned community engagement programs and implement changes as necessary
 - c. Work within the Community Engagement program budgets
 - d. Track and manage budget for Community Engagement programs with the support of the CEO and Accountant
 - e. Conduct all programs within budget guidelines
13. Develops and maintains good working relationships with community organizations*
14. Maintains a library of educational materials (books, handouts, visual aids etc.) for classroom use and other educational opportunities
15. Produces and distributes educational materials, flyers, and brochures for promote all community engagement programs*
16. Assists other departments/staff as assigned*
17. Maintains a regular and timely attendance *
18. Assists with other duties as assigned

*** Essential Job Function**

JOB QUALIFICATIONS:

1. High School Graduate or GED equivalent
2. Two years college degree in business management or related field. This formal education requirement may be reduced if the candidate has sufficient, well-documented, related professional work experience
3. Background or experience in social work is helpful
4. Knowledge of animal welfare issues; highly motivated toward promoting animal welfare and protection
5. Good organization skills

6. Good oral and written communications skills
7. Ability to perform well under pressure
8. Ability to organize, supervise and motivate volunteers
9. Experience and comfort delivering presentations to a variety of different age groups
10. Must be able to work independently and be self-motivated
11. Good interpersonal skills required for working with a variety of individuals and groups
12. Ability to effectively communicate the rationale for Placer SPCA policies and procedures
13. Ability to respond to difficult questions and situations in a professional manner
14. Willingness to use personal vehicle as transportation
15. Must be in good physical and mental health with no allergic condition that might be aggravated by exposure to animals. Must be able to stand or sit for extended periods of time and carry items weighing up to 50 pounds for short distances with the help of fellow employees
16. Criminal background check required
17. E-mail capability required
18. Excellent working knowledge of software applications including Word, PowerPoint, Publisher, and Excel
19. Possess a valid California Drivers license with a good driving history

WORKING CONDITIONS:

1. Salary ranges from \$17-\$19.71 an hour depending upon experience with incremental merit adjustments consistent with current Placer SPCA shelter policy
2. Mileage will be reimbursed at the IRS approved rate, if shelter vehicle is not available
3. Full-time variable hours including possible weekends, evenings and intermittent overtime
4. Compliance with current Placer SPCA Employee Policy Manual
5. Occasional contact with the public in what may be an emotionally charged environment
6. Exposure to dead, sick, injured, unruly, vicious and/or dangerous animals and intermittent exposure to parasites and infectious diseases
7. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to reach or feel; stoop, kneel and crouch
8. Willingness to attend training programs to upgrade skills as needed

To apply, please send your Placer SPCA job application, cover letter and resume to volunteer@placerspca.org.

The Placer SPCA is an equal opportunity employer.

THE PLACER SPCA RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES AND AS BUSINESS REQUIRES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

I understand the qualifications, as described above, for the Community Engagement Coordinator position, and by signing below acknowledge that I am able to perform the job duties listed above and willing to accept the working conditions herein.

DATE: _____

Employee Acknowledgment