



Community Outreach Coordinator

Position Description

Background:

Helping PAWS Pet Rescue has been in existence since 2006, and is located in Washburn, Wisconsin. Our work to date has focused on two primary programs: 1. Our Lost Cost Spay and Neuter Program and 2. Our Rescue, Rehabilitate, and Rehome Program. Helping PAWS Pet Rescue was founded for the sole purpose of helping to stop the suffering of companion animals caused by homelessness, overpopulation, and mistreatment. Our goal is that no adoptable companion animal ever be euthanized for lack of medical care or a good home. Our mission is unique in that we include not only young, healthy homeless pets but also owner surrenders and individuals with medical needs that would cause them to be rejected or euthanized by other organizations. We believe that the means to accomplishing our mission should be two-fold: Serving animals and Educating people.

While we have a small group of dedicated and consistent volunteers who do most of the organization's work, we will be hiring a Community Outreach Coordinator to help us build our capacity to accomplish our mission.

Position Summary:

Helping PAWS Pet Rescue is offering a contracted, part-time (average of 10-15 hours/week) position for a Community Outreach Coordinator for a 6-month duration. This position will be compensated a total of \$5,000. The duration may extend if additional funds are raised.

Specific Responsibilities include:

Volunteer Recruitment and Training

The Coordinator will create a more robust volunteer program that results in additional consistent volunteers. To do this, the Coordinator will recruit at least 10 new volunteers to do a variety of tasks, including rescue animal cleaning/feeding/enrichment activities, fostering animals, finding new foster families, completing special projects, data entry, process adoption applications, and report writing among other tasks. Our goal is to have volunteers help with a variety of activities at least three hours/day during the work week. The Coordinator will be able to use a variety of methods to recruit volunteers including social media, event tabling, flyers, etc. The Coordinator will be expected to assign volunteers according to their interests and skills; create position descriptions; create a volunteer handbook; communicate regularly with volunteers; arrange for appropriate training; and hold a volunteer appreciation event.

Expand Partnerships

Partnerships are very important to Helping PAWS Pet Rescue for many reasons, including in-kind and financial support. The Coordinator will help HPPR raise our profile among local businesses that provide much needed support to other non-profits in our area. Potential businesses will be identified and will be asked to provide in-kind and/or financial support to HPPR which will help match donations we already receive from existing donors. The Coordinator will recruit at least 5 new affiliations during the position period. To do this, activities may include setting up personal meetings and giving presentations, as well as other forms of communication.

Additional Responsibilities

The Community Outreach Coordinator will organize and attend at least One Fundraising Event hosted by and sponsored by new local business partner(s). The Coordinator will organize and attend One Adoption Event. The Coordinator may also be asked to help assist in preparing grant proposals.

Qualifications:

The individual must have:

- Proven experience in a similar position of coordination
- Ties to or knowledge of our communities in the Chequamegon Bay region
- Experience working with others, preferably in a management position and on a team
- Interest in working with local community members
- Ability to communicate effectively with diverse people
- Time management skills with the ability to prioritize tasks
- Attention to detail
- Experience in animal care/handling
- Excellent interpersonal skills, enthusiasm, and an interest in animal rescue work
- Proficiency with Microsoft Office

Position Location and Compensation:

Work can occur remotely or at Helping PAWS Pet Rescue. Helping PAWS Pet Rescue is located in Country Care Pet Hospital, located at 939 W. Bayfield Street in Washburn, WI.

Compensation will be commensurate with requirements of the position and comparable to similar organizations in the animal rescue sector.

To Apply:

Please email the following materials to helpingpaws@ncis.net.

- A cover letter describing your experience and interest in the position
- A resume
- Three references – two professional and one personal

If you have questions or want more information, please email them to helpingpaws@ncis.net.

Application Deadline:

Applications are due via email to helpingpaws@ncis.net by COB October 25, 2018. However, applications will be considered until the position is filled. The position is slated to begin at the end of October 2018 and conclude in May 2019.