



**POSITION TITLE:** Humane Education and Event Coordinator

## **POSITION SUMMARY**

The Humane Education and Event Coordinator will oversee the youth initiatives in addition to various events hosted in the classroom at The Heritage Humane Society (HHS). Youth activities include animal camp, Animal Aces Kid's Club, birthday parties, movie nights, school visits, youth group program days, and many more. Classroom activities include art classes, yoga classes, and other community engagement activities. The Humane Education and Event Coordinator will assist with off-site events, serving in a staff role when needed for community and off-site adoption events. The employee will oversee the Junior Volunteer Program and help with some of the fundraising events at HHS.

Must be able to research and learn best practices from other successful shelters and non-profit organizations. Responsible for identifying areas for potential events and revenue streams for the organization while building and cultivating positive working relationships with area businesses, rescue groups, and more. The employee needs to be a tech-savvy person passionate about the mission of HHS, an independently driven, well-spoken, highly motivated, energetic, and community-oriented individual with an understanding of animal welfare that continuously demonstrates a positive attitude in a fast-paced, dynamic environment.

**SUPERVISOR:** Marketing and Community Engagement Director

**RATE OF PAY:** \$18 - \$22 per hour, depending on experience

## **BASIC JOB REQUIREMENTS AND RESPONSIBILITIES:**

### **Humane Education and Community Engagement:**

- **Oversee the youth activities that include:**
  - Animal Camp - programs that include securing guest speakers, writing the curriculum, ordering the supplies, and ensuring that every camper has an enriching experience at HHS. Marketing support and overseeing the registration process is key.
  - Animal Aces Kid's Club – membership-based program with monthly meetings at HHS
  - Birthday parties, which are usually held on weekends
  - Kid's movie nights
  - School visits and tours, which sometimes involve going to schools with adoptable pets
  - Girl Scout program days or other youth group
  - Manage the Junior Volunteer Program
  
- **Classroom activities include:**
  - Art classes
  - Yoga classes
  - Other community engagement activities.

- **Marketing and Volunteer Management:**
  - Create and distribute a monthly Animal Aces newsletter to keep families engaged.
  - Keep junior volunteers up-to-date on upcoming events, needs, and successes.
  - Follow-up with new junior volunteers to increase overall program volunteerism and retention.
- The Humane Education and Event Coordinator will assist with off-site events, serving as a staff liaison for community and off-site adoption events when needed.
- Assist with some of the fundraising events at HHS.
- Schedule and coordinate shelter tours and groups visiting HHS.
- Schedule and assist community groups with donation drives and specialty projects.
- Network with similar professional roles inside and outside the Animal Welfare Community.
- Must be able to handle adoptable companion animals in public venues and assist volunteers at events or at on-campus events.

#### **ADDITIONAL RESPONSIBILITIES**

- Write “thank you” cards for children who have donation drives to support the pets at HHS and groups who donate items or their time. Assist with other administrative duties when requested.
- Keep staff and volunteers up-to-date on upcoming events, tours, trainings, etc.
- Assist with facilitating relationships between staff and volunteers.
- Complete reports for senior management, board updates, and grant requests throughout the year.
- Assisting clients with adoptions and admissions and facilitating animal introductions when needed.
- Participate in special events and other duties as assigned.
- Work collaboratively with all other staff members to ensure animals are being cared for properly and moving through the system efficiently.
- Follow policies and procedures set forth by the Heritage Humane Society Employee Manual.
- Be respectful of coworkers and professionally treat both co-workers and volunteers.
- Follow all safety rules for self and animals.
- Maintain confidentiality of volunteer/staff development and performance.
- Other duties as assigned.

#### **REQUIRED SKILLS AND EXPERIENCE:**

- A passion for working with children and at least two years experience in some capacity preferred.
- Photography skills preferred.
- At least two years of animal welfare experience preferred.
- Detail orientated and organized.
- Strong interpersonal skills along with excellent written and oral communication skills.
- An autonomous, self-starter with the ability to work in a variety of situations and environments without direct supervision. Must be able to work well with others as well as independently.
- Problem-solving skills and willingness to work through challenges are required.

- Ability to confidently read animal behavior.
- Energetic, positive attitude, and self-motivated.
- Team player able to work in a high-paced environment and ability to get along with a variety of personalities.
- The ability to remain calm, pleasant, and professional during stressful situations.
- Punctuality and dependability are required. Flexibility is a must.

## **QUALIFICATIONS**

1. Must love children!
2. Some college coursework required or applicable real-world job experience.
3. A fundamental commitment to the welfare of companion animals and a strong commitment to the mission of Heritage Humane Society. Compassion for animals is required.
4. Lifting up to 20 pounds with assistance.
5. Superior oral communication and customer service skills.
6. Consistent exposure to domestic animals.
7. A proven ability to work with the public under various circumstances and in a setting that values customer service is considered mandatory.
8. Ability to work in a fast-paced environment with various diverse populations of community members, volunteers, and staff members.
9. Tech-savvy with social media and Microsoft Office, Pet Point (or other animal management software), Constant Contact, and Canva are strongly preferred.
10. Excellent follow-up required.
11. A driving record that meets the driving standards to be added to the HHS auto insurance plan.

## **AVAILABILITY AND BENEFITS**

- Full-time, non-exempt position with a comprehensive benefits package.
- Primary schedule when Animal Camp is not happening will be Thursday – Monday with the 2 days off Tuesday and Wednesday from 8:30 a.m. – 5:30 p.m. with an hour break for lunch.

## **ENVIRONMENTAL CONDITIONS**

- Normally works in an environmentally controlled building, but outside work and driving may be necessary.

## **OTHER CONDITIONS THAT ARE UNIQUE TO THE POSITION**

- Daily contact with a variety of companion animals.
- Possible exposure to various common canine and feline illnesses and behaviors requires caution and proper use of appropriate protective equipment such as gloves, grab poles, goggles etc.
- The ability to handle the emotional and physical conflict of working in an environment that euthanizes animals that are aggressive, very sick or abused and cannot be put up for adoption.

To apply, email your resume and cover letter to [jobs@heritagehumane.org](mailto:jobs@heritagehumane.org).