



# Humane Society

FOR SOUTHWEST WASHINGTON

## **Job Title: Community Programs Coordinator**

Completing families since 1897; we are committed to enriching the lives of people and pets through serving our community as it changes and grows. Through education, outreach, adoption, events and support services for families, we're expanding our HSSW family every day! Imagine working with people to care for the dogs and cats in our community of Southwest Washington.

The Humane Society for Southwest Washington (HSSW) is in search of *\*The Ideal Team Player®* to join our team as **Community Programs Coordinator** on the Community Programs Team. This position requires an individual who is community outreach minded and loves working with people and strives for excellence. Consider a change working toward a mission that will change you forever!

### **People + Dogs + Cats**

#### **Community Programs Coordinator**

The mission of the Community Programs Coordinator is to sustain and grow the community based programming HSSW offers and to build lasting relationships within the community in order to provide service to families with pets in need. The ideal candidate will have significant understanding of systemic issues that affect underserved populations and commitment to serve the community by creating meaningful, long-term sustainable impactful programming.

The Community Programs Coordinator is responsible for the logistical components of the community engagement programs and community outreach programs within HSSW. This position involves communicating with clients, maintaining appropriate records for each program, identifying the resources needed in order for the programs to achieve success, as well as program development and growth.

Community Programs Coordinator is an FLSA Exempt status position with an annual salary at \$31,000. Pay increases are analyzed annually and are dependent upon experience, attitude, work ethic, commitment to teamwork, learning ability, skill level and core competencies

#### **Benefits**

In addition to serving in an organization with a compassionate and strategic purpose; full time employees currently enjoy health, dental and vision insurance benefits that become effective the first of the month after hire, paid time off that includes floating holidays, matching percentage 401 (k) retirement plan that begins the first of the month after hire and has a 3-year graded vestment schedule, employee assistance program that includes all household member access, Section 125 FSA Cafeteria Plan for out of pocket health and/or dependent day care expenses, numerous employee discounts that include partner organizations and access to affordable life, disability and accidental supplemental

insurance through our partnership with Colonial Life which offers a guaranteed-issue life insurance coverage option to new employees, which means no medical questions or exams are required to be eligible for coverage.

### **The Ideal Applicant**

- Displays interest, enthusiasm, and an affinity for community outreach and working with both animals and the people who love them.
- Demonstrates an attitude of being in service; using good judgment; maintaining a positive outlook; and, ideally, a sense of humor.
- Works well on teams and demonstrates an attitude and commitment to collaboration with a sincere interest in helping others succeed.
- Is committed to achieving excellence individually and as a part of the team.
- Exhibits an approach to adaptability through overcoming obstacles to achieve results, remaining flexible and open to new ideas, recognizes and encourages others to understand changes in work tasks, situations, and environment as the basis and value for transformation.
- Is committed to personal and professional development through life-long learning.

### **Primary Duties and Responsibilities**

- Responsible for the scheduling, registration, and logistical components of all community engagement programs (including but not limited to humane education and public dog training classes)
- Responsible for the scheduling and logistical components of the community outreach programs (including but not limited to: Spay and Save, Help!, Chow, Safe Haven, Safe Choice, and Community Wellness Clinics)
- Coordinate communication with clients of outreach programs. Understand client requirements and recommend new programs or enhancements. Obtain client feedback and recommend appropriate program improvements.
- Manage and maintain program files and databases, updating them regularly to keep them current.
- Research prospective programming. Assist in proposal development and revision activities.
- Review program operating processes to ensure program meets goals as strategically and effectively as possible.
- Coordinate and lead public tours of HSSW. Ongoing development and assessment of program needs
- Support Marketing and Outreach Manager in maintaining excellent relationships with community partners.
- Assist with training community programming and humane education volunteers and workforce partners and provide ongoing support.
- Work with cross functional teams in planning and execution of programs.

- Utilize effective problem-solving and time-management skills to execute complex programs.
- Work with Director of Share Services to analyze program related issues and provide long-term resolutions.
- Actively promotes the HSSW programs and events to clients, volunteers, and staff
- Participates on committees and special projects as assigned
- Actively supports associate staff and volunteers and promotes the development of skills related to the advancement of our goals and mission
- Represents HSSW in a positive, professional and courteous manner at all times to clients, volunteers, staff and workforce partners
- Follows all safety guidelines to ensure a safe work environment. Takes immediate action to address any safety concern or noncompliance of safety rules that could put an employee, volunteer, client, animal, or the organization at risk
- Perform other duties and special projects as assigned.

#### **Required Attributes**

- Must have excellent interpersonal, communication and leadership skills
- Interest, enthusiasm, and affinity for working with people and developing processes. Committed to achieving excellence individually and as a part of the team
- Must be Committed to maintaining the integrity of the HSSW's mission and goals
- Must be able to engage professionally and competently with community partners, volunteers, potential donors and the general public.
- Must communicate effectively in written and oral form and possess the knowledge, skills and ability to present complex information to a variety of audiences.
- Must have a high level of integrity and maturity to handle sensitive and confidential situations.
- Must possess the knowledge, skills and abilities required for sound decision making and program organization.
- Exhibit the ability to thrive in a fluid work environment with a flexible approach to problem-solving.
- Must have the knowledge, skills and abilities to assess situations with a "big picture" perspective in order to solve problems with long-term solutions.

#### **Required Qualifications**

- Must possess a valid driver's license and insurable driving record.

#### **The HSSW Culture**

**Vision:** A community where everyone loves and cares for animals.

**Mission:** Rescue. Return. Restore. Rehome. Reconnect. One animal at a time.

**Values:** Compassion. Collaboration. Excellence. Service. Integrity. Stewardship.

We endeavor to seek excellence in all we do; we strive to maintain a positive attitude while doing it; we seek out opportunities to be in-service to one another; we depend on teamwork & collaboration in setting and achieving goals; with leadership as a core value we recognize that everyone has the opportunity to lead by setting an example of excellence, attitude, service, teamwork & collaboration.

We seek to hire and surround HSSW with team members that are \*humble, hungry and smart;

- Humble team members are quick to point out the contributions of others and slow to seek attention for their own. They share credit, emphasize team over self and define success collectively rather than individually.
- Hungry team members are self-motivated and diligent. They are constantly thinking about the next step and the next opportunity.
- Smart team members are interpersonally appropriate and aware. They have good judgment and intuition around the subtleties of group dynamics and the impact of their words and actions.

**Physical Demands and Working Conditions:**

The Community Programs Coordinator must be able to speak to groups of people, stand, walk, sit, talk and hear, stoop, bend, squat, kneel, stretch, grasp and grip, put fingers together firmly and reach above and below shoulder level and lift, push or pull 25-50 pounds for situations of setting up for events and moving supplies/materials, repetitively use hands to operate computers; use computer keyboard for extensive periods of time, flex the neck upward and downward; twist the neck and the waist. Reasonable accommodations may be made for enable individuals with disabilities to perform the essential functions.

Work is performed in a standard office environment, with exposure to environmental conditions that include working near animals. Primary workplace is at an animal shelter that operates 7 days per week, with potential exposure to fractious animals; high noise levels; zoonotic diseases; animal bites and scratches; cleaning chemicals and allergens. Potential exposure of infectious diseases to owned animals.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship. **The HSSW participates in E-Verify and requires a criminal background check for this position. For all positions HSSW requires a pre-employment drug screening that includes testing for THC.***

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If you feel you are the ideal candidate and you meet the qualifications for this position, please submit application by email to [jobs@southwesthumane.org](mailto:jobs@southwesthumane.org) with your first and last name in the subject line followed by"; Community Programs Coordinator". If you prefer you may place your application in an envelope to mail or hand deliver. Please label Attn: Human Resources; Humane Society for Southwest Washington, 1100 NE 192<sup>nd</sup> Ave, Vancouver, WA 98684. You can find the link to our application here on our website <https://southwesthumane.org/about/employment/>  
*Current HSSW staff will be required to submit an interdepartmental application.*