



**Job Description**  
**Special Programs Coordinator**

**Job Title:** Special Programs Coordinator

**Supervisor:** Executive Director

**Classification:** Hourly - Part Time

**Pay Rate:** \$11.00 to \$13.00

**Work Schedule:** Tuesday - Saturday 9am-1pm

**Physical Demands:** Individuals will frequently be required to speak publicly; stand, walk or sit for extended periods of time, hear sufficiently; reach, bend or stoop, regularly lift and carry up to 40 pounds.

**Occupational Disclaimer:** This position works daily in an animal shelter. This position will come in direct contact with animals and will be exposed to animal related smells and sounds.

**Minimum Qualifications:**

- ✓ Should have a minimum 1 year work/volunteer experience in Non-Profit, Human Services or Animal Welfare Industry
- ✓ Must have intermediate writing/math/computer skills
- ✓ Must have intermediate critical thinking ability
- ✓ Must demonstrate professionalism, courtesy, tact and sound judgment
- ✓ Must have a valid and clean Washington State driver's license and current automobile insurance
- ✓ Must be able to pass an employment background check and drug screening

**Specific Duties:**

- ❖ To assist the Executive Director to develop and maintain Special Programs for AVHS including policies and procedures, as well as, learn and follow the Society's policies and procedures and city, county and state requirements in regards to the special programs offered. These Special Programs will include, but are not limited to, Humane Education, Pets of Domestic Violence and Pet Food Bank
- ❖ To establish and implement an annual Special Programs development plan and budget
- ❖ To prepare a monthly Special Programs report for the Executive Director
- ❖ To promote a positive image of the Society through positive public relations
- ❖ To establish and maintain effective and cooperative working relationships with staff members and other departments
- ❖ To supervise and perform training of Special Programs staff and volunteers
- ❖ To coordinate and facilitate the Special Program services with partner agencies
- ❖ To write articles and provide data for the newsletter
- ❖ To assist the public with AVHS Special Program related issues
- ❖ To attend board meetings and fundraising events as needed
- ❖ To perform other reasonable duties time to time, as assigned by the Executive Director.

*Auburn Valley Humane Society Mission Statement*

*The Auburn Valley Humane Society is dedicated to providing shelter, quality care and love for all the lost, mistreated and abandoned animals in Auburn. AVHS utilizes all available resources to ensure each animal is placed into a loving and forever home and promotes responsible pet ownership through education and outreach.*