

Job Description

Community Outreach Coordinator



At Our Companions Animal Rescue, we believe in creating a community whose culture is built on our shared core values of **Respect, Compassion, Cooperation, Innovation, and Trust.**

We believe in **Respect** for the compelling individual needs and characteristics of the people and animals with whom we work. **Compassion** made of kindness and empathy for all living creatures, which guides all our behaviors and decisions. **Cooperation** by creating opportunities to work together and support each other to accomplish a common goal. **Innovation** to find new ways to solve problems that will help the most vulnerable animals and facilitate growth for our organization, so we can impact even more lives in the future. And we believe in **Trust** that all people are innately good and share our deep commitment to always do the right thing for animals and each other. *We require that those on the staff of Our Companions Animal Rescue genuinely share and express these values.*

Position Description: The Community Outreach Coordinator plays a key role in implementing Our Companions' programs that help animals in need and assist pet owners in solving problems with their pets. This position is responsible for the Seniors with Pets program which includes the coordinating of Pop-Up Veterinary Wellness Clinics. In addition, this position works as a member of our Animal Helpline Team and will assist in organizing community outreach activity and educational programs.

Reports to: Executive Director of Programs

Job Location: Valerie Friedman Program Center, Manchester CT. Community Outreach as needed and remote work opportunities

Hours: Part Time, 25 hours per week- typical schedule is 5 hours Tuesday-Saturday, changes as needed. Clinic days are 8 hours.

Employee Labor Status: Salaried/Exempt

Primary Job Responsibilities:

Senior Outreach Programming

Market, organize and manage all Pop-Up Wellness Clinics, which include oversight on the day of the clinic, including the coordination of clinic staff, vet, vet tech and volunteers. This also includes coordination of post clinic follow-up vet care with the Veterinary Programs Manager, and helping manage the clinic supply inventory. Serve as point of contact for senior clients, before, during, and after the clinics. Build partnerships with other Senior Service organizations to help deliver OC programs and services to targeted senior communities. In addition, this position will participate in long range planning and research initiatives regarding the implementation of a mobile/stationary veterinary clinic.

Helpline Assistant (2-3 days per week)

Works alongside the Helpline Manager to respond to Helpline calls and emails two to three scheduled days per week and as needed. This includes, monitoring the phones and emails throughout the day, dispatching staff and volunteer calls, and returning staff calls where appropriate.

Coordinate Community Outreach

Responsible for networking with community organizations to provide veterinary and other services. This includes the creation of new outreach programs to meet current community needs so that Our Companions can respond appropriately. In addition, coordination of volunteers to table at community outreach events.

Secondary Job Responsibilities:

- Assist with the Community Cat program, including working with clients and offering Trap Training classes.
- Assist with the training and supervision of Helpline volunteers.
- Provide back-up coverage for Helpline when other Helpline staff members are on vacation.
- Assists with the oversight of the operations of the office, office volunteers and other general office work.
- Participates in meetings as appropriate.
- Other duties as assigned by supervisor and other department managers.
- Works in conjunction with Executive Officers, Directors, and various departments of Our Companions Animal Rescue.

Job Qualifications:

- Dog and cat handling experience preferred, especially in a shelter or veterinary setting
- Social work on human services experience preferred
- Goal oriented, ability to work with minimal supervision and also work in a team setting as needed
- Ability to compartmentalize as this position requires working with the public through emotional and stressful situations.
- Bachelor's degree in related field preferred.
- Strong computer skills and command of Microsoft Office applications required.
- Demonstrated understanding and commitment to the organizations' mission and guiding principles.
- Access to reliable transportation and a valid driver's license.
- Must possess strong interpersonal skills, as well as excellent oral and written communication skills. Must be able to communicate in a respectful demeanor.

Physical Requirements: Average physical requirements including moderate lifting & carrying. Some travel and driving required.

Working conditions: Exposure to barking, animal dander, may be exposed to bites, scratches, fur and dander and contagious diseases.