Humane Society of Sonoma County Job Description

Job Title:	Community Initiatives Coordinator	**Location:**	Santa Rosa/Varies
Department:	Admin	**Hours:**	40 hrs./week
FLSA Classification:	Non-Exempt	**Reports To:**	Community Initiatives Manager

SUMMARY

Under the supervision of the Community Initiatives manager, the Community Initiatives Coordinator will focus on supporting initiatives and expanding social service efforts at off-site events and on-site activities through the Community Action Team. This role will work with HSSC's public service initiatives, including Pet Food Pantry, pop-up veterinary/vaccine clinics, mobile pet retention extension services, veterinary social work, customer experience strategies, and DEI initiatives.

To assist in accomplishing this objective, this position will assist in the identification and facilitation of community programs through developing relationships, scheduling appearances and/or participation, coordinating logistics, and expanding HSSC's partnerships through external events and programs.

DUTIES AND RESPONSIBILITIES

- Assists in development, implementation, and maintenance of pet food pantry and other extension services.
- Helps to establish and maintain positive relationships with various companies, community groups, pet friendly businesses, and other partners to create and support additional opportunities.
- Works with and provides direction and support to community initiatives volunteers.
- Supervision of some community initiatives programs.
- Picks up, organizes, and sorts donations for pet food pantry, thrift store, and other programs.
- Creates and maintains relationships with local animal and human service organizations.
- Ensures programming supports HSSC and DEI initiatives when appropriate.
- Staffs community outreach booths, special events and speaking engagements to support HSSC safety net programs and public services.
- Provides general information to the public on HSSC processes including safety net services, adoption, relinquishment, veterinary care and behavior and euthanasia.
- Maintains the stocking of the Community Action Team supplies. Assists and oversees the set up at event site to include supplies, tables, chairs, tents.
- Adheres to department budget.
- Maintain Thrift Store inventory through sorting donations and organizing to ensure a positive experience for customers.
- Travel between campuses as necessary for program development and maintenance.
- Assists with collecting data on specific programs and initiatives, develops methods to capture data needed for each program, and generates reports for Manager/Director and others as requested.
- Assists with Community Pet Pantry organization, transport and distribution.
- Participates in departmental meetings on a regular basis.
- Communicates effectively and professionally with co-workers, management and the public at all times.
- Promotes positive relationships with the general public, volunteers and staff while promoting the organization's programs, policies and philosophies.
- Attends in-service training, staff and volunteer meetings as needed for position input.
- Participates in various on and off-site fund-raisers, media events, adoption campaigns, informational booths and demonstrations held by other departments throughout the year.
- Wears appropriate, clean uniform and/or work attire and name tag at all times during business hours.

- Commutes to various locations throughout Sonoma County. *May be required to use own vehicle as necessary (reimbursement available for pre-approved business-related travel).*
- Actively supports and promotes the mission and goals of HSSC to   enhance the organization's standing in the community, strengthen the organization's operations and – most importantly - improve the quality of life for animals.
- Support other departments when needed.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES No direct reports but works in collaboration with and oversees/trains Community Initiatives Volunteers.

KNOWLEDGE, SKILLS, AND ABILITIES
- Minimum of one-two year of paid full-time progressively responsible related experience working with animals and the public (or an equivalent combination of education and experience).
- Advanced customer service or working with diverse groups or underserved communities preferred.
- General Animal care and behavior-related knowledge from prior work, internships, or volunteer experience.
- Human Services related knowledge from prior work, internships, or volunteer experience
- Compassion for people, animals, and oneself.
- Willingness to learn and have a positive attitude.
- Effective oral communication sills including public speaking and presentation skills
- Effective written communication, grammar, spelling, and email writing.
- Excellent time management, organizational, and attention-to-detail skills; ability to prioritize and meet deadlines with minimum supervision.
- Excellent work ethic and professionalism always.
- Experience working under pressure, as a team, and independent.
- Experience working with a diverse group of colleagues in a fast-paced environment.
- Computer literacy: Miscosoft or google processing knowledge.
- Valid CA driver's license and excellent driving record.
- Bi-lingual (English/Spanish) preferred but not required.
- Willingness to work flexible days and hours, including evening shifts, weekends and/or holidays.

PHYSICAL DEMANDS AND WORK ENVIRONMENT
The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to interact with and handle animals.
- Ability to walk and/or stand throughout a normal workday.
- Must be able to communicate effectively (speak and listen).
- Must qualify as a company driver.
- Must be able to lift, move, and carry objects and animals up to 50 pounds.
- While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to handle objects/operate keyboards and telephones; reach with hands and arms; talk and hear; bend, reach, stoop, kneel, squat, and crawl; climb or balance. Use of arms above the shoulder is sometimes required.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Allergic conditions, that would be aggravated when handling or working with animals may result is disqualification.

- Must be able to repetitively use hands to operate computers; flex the neck upward and downward; twist the neck and the waist.
- Occasionally will be in situations requiring high stamina, such as training days and special events.

WORK ENVIRONMENT

This position generally works in a standard office environment, with exposure to environmental conditions that include working near and caring for animals. Automobile travel required during workdays as needed to attend offsite events and/or go to the other campuses. Off-site event locations may include human service facilities, transitional or low income housing, mobile vaccination clinics, homeless shelters, other animal welfare agencies, etc. There is the potential of exposure to parasites and infectious diseases that can be carried and transmitted by animals.

NOTES

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time and the employee is expected to adhere to all company policies. The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities.

I have read and understand this explanation and job description and am able to perform all duties contained herein.

_____   _____
Employee Name   Manager Name

_____   _____
Signature   Signature

_____   _____
Date   Date