



POSITION DESCRIPTION

TITLE: Community Programs Coordinator

DEPARTMENT: Community Programs

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: as soon as filled

JOB SUMMARY: Responsible for coordination of AWLA fundraising and community events; support the management of the volunteer program; handle logistics for the successful running of AWLA's Youth and Humane Education Programs. Employee will provide support in adoptions/customer service as the need arises.

ORGANIZATIONAL RELATIONSHIPS:

This position is supervised by: Manager of Volunteers and Events

ESSENTIAL FUNCTIONS OF THE JOB INCLUDE:

Event Coordination:

- Coordinate and attend fundraising events, under supervision, to ensure adequate staffing, preparation, and marketing for events.
- Coordinate and attend community events, under supervision, to ensure adequate staffing, preparation, and marketing for events.

Support Volunteer Program:

- Provide support to the Volunteer Program, including training volunteers, fielding questions from volunteers, raising concerns about volunteers to the Manager of Volunteers and Events, diffusing conflict between staff and volunteers as needed, perform data entry and tracking of the success of the volunteer program.

Humane Education:

- Assist the Humane Education Coordinator with summer camp and birthday parties.
- Schedule and conduct shelter tours for youth groups.
- Assist the Humane Education Coordinator with other programs related to the Youth Program.

Adoptions:

- Assist the public and explain AWLA adoption policies and procedures to potential adopters, as needed
- Use customer service skills to facilitate potential applications in a positive manner in support of AWLA mission and objectives, as needed
- Assist at the front desk as needed

Financial/Development:

- Accept monetary and in-kind donations from the public and thank the donor
- Correctly complete cash and non-cash receipts
- Accurately process cash, check and credit card transactions, adhering to League accounting policies
- Assist clients with retail item purchases.

- Assist with data entry for Development

Other Duties/Functions:

- Provide support to the League's team effort including, but not limited to:
 - Communicate regularly with supervisors and coworkers to ensure that they are aware of any issues pertinent to their areas of responsibility
 - Participate in staff meetings to share ideas and suggestions
 - Participate and attend community outreach events in support of AWLA mission
 - Ensure that all supplies and forms are stocked by communicating to the administrative department as to current and future needs
 - Perform other duties as requested to ensure the internal and external well-being of the Animal Welfare League of Alexandria

Position Specifications

Required:

- Bachelor's Degree
- Minimum 2 years' experience with event planning and/or volunteer recruitment and training
- Proven ability to handle multiple tasks in a busy workplace environment
- Understanding of humane care and treatment of animals
- Comfort with handling shelter animals
- Strong customer service skills and the ability to maintain a professional appearance and demeanor at all times
- Strong computer and data entry skills
- Valid Driver's License
- Fluent in written and spoken English
- Weekend availability. Saturday shifts are mandatory. Sundays as needed to cover events.

Preferred:

- Proficient with written and spoken Spanish
- Experience working or volunteering in an animal shelter environment

Working Conditions:

- Indoors in a high noise, air-conditioned/heated building, outdoors at shelter, or on-location for various activities
- Equipment use:
 - Includes use of PC, laser printer, copy machine, fax machine, telephone, power washer, industrial dish washing machine, laundry machine, dryer, cleaning supplies, and cargo vans
- Work hours:
 - Work hours will vary
 - **Early morning, evening, weekend and holiday hours are required**

MENTAL, PHYSICAL AND COMMUNICATION DEMANDS:

- Regular exposure to animals, cleaning chemicals, fumes, dust, animal feces, bites, scratches
- The employee must frequently lift and/or move up to 50 pounds
 - The employee must frequently bend, grip and be flexible to do so
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus
- Ability to work around pet dander, dust and other allergens without issue
- Regularly required to stand and walk
- Strong data entry skills and the ability to maintain accurate records in Chameleon
- Requires working alone or with minimal supervision - must be self-motivated
- Requires patience and tact when working with difficult, emotional, or angry people
- Must have the ability to effectively communicate; verbally and written, over the phone and intercom, with a wide variety of both internal and external individuals, including the Directors, Managers, Coordinators, the staff, a volunteer workforce, partner organizations, donors, and private citizens
- Requires treating people and animals in a pleasant, courteous and professional manner
- Adherence to the League's policies and philosophies

This position 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.

COMPENSATION: The Animal Welfare League of Alexandria offers an excellent benefits package and competitive compensation. The AWLA provides health care, dental, and vision coverage, a retirement plan, and additional employee benefits. Pay will be commensurate with experience.

Application Deadline: This position will be posted until filled.

To Apply: Email your cover letter, resume, and application (see link below) to careers@alexandriaanimals.org with the subject line "Community Programs Coordinator."

[Download our Application for Employment](#)