

**Adoption & Employee Outreach Coordinator**

 **Supervisor:**

**Community Outreach Manager**

**JOB DESCRIPTION**

 **Summary:** Actively promotes, supports and gives leadership to adoption, rescue, and employee engagement programs in order to increase:

1. Adoptions and after adoption follow up programs
2. Employee engagement and job satisfaction
3. Partnership with other organizations and rescues

**Duties and Responsibilities:**

**Rescue Group Liaison Duties**:

* Serve as contact between all rescue groups and SafeHaven (networks with peers locally and nationally)
* Responsible for reviewing and updating rescue written information, training materials and records
* Develop a strong working relationship with rescue groups. Maintain database of rescue groups.
* Maintain and distribute monthly statistical information on the rescue programs
* Create a weekly updated list of animals that need to be networked to other rescues/shelters or need further enrichment and training. Monitor progress being made with the animal.
* Make contact to find the best possible placement for the animal
* Assist in the selection adoptable animals to be transported to SafeHaven from approved Transport Partners.
* Ability to properly and safely restrain animals during a health exam if needed
* Recognizing animal body language and potential behavior issues
* Communicate with the public in a positive, educational manner and have the ability to work cooperatively with people, regardless of the context of the situation
* Recognizing animal viruses, diseases, and other health concerns

**Employee Engagement Duties:**

* Execute employee activities designed to enrich morale and employee commitment by creating, planning, and facilitating inspiring employee initiatives, events, awards/contests and celebrations.
* Solicit input from employees on ideas, suggestions, and company culture.
* Provide support to the HR Department

**Adoption Program Duties:**

* Complete post adoption follow up contacts in a timely manner

**Other duties as assigned**

**Competencies:**

* Strong interpersonal skills: Must be able to relate and confer with the Executive Director, managers, and assist staff in a positive way
* Good written and verbal communication skills
* Exercise good judgment when dealing with the public and when making decisions
* Ability to make sound judgments and work independently or in a team setting in a fast-paced environment
* Demonstrate the ability to juggle multiple tasks and demands
* Experience in animal breeds, handling, behavior and shelter operations
* Proven organizational skills and attention to detail (effective record keeping ability)
* Ability to use sound judgment when dealing with confidential information
* Support the mission of SafeHaven and be able to professionally advocate Safehaven’ position on issues
* Knowledge of animal health, care and welfare and the ability to work with animals
* Strong animal handling skills and knowledge of animal breeds and colors
* Computer knowledge, ability to learn shelter software (Pet Point). Basic computer skills (Microsoft Windows/Office environment)
* A "can do" team player attitude and willingness to go the extra mile. Ability to maintain professional composure in an often stressful and emotional work environment
* Preferred candidates will have knowledge of health care, behavior, breeds, control and handling of dogs, small pets and other animals. Candidate will also possess an understanding and recognition of common diseases of animals and how to treat, and considerable knowledge of safe procedures for handling animals
* Must be able to communicate with the public in a positive, educational manner and have the ability to work cooperatively with people, regardless of the context of the situation. Must have demonstrated safe working habits for self, the animals and the public.

**Education/Experience:**

* Must have basic working knowledge of animal care requirements
* Three years of experience in animal welfare, previous shelter assistant experience or equivalent work experience
* Minimum two years of working with the public and customer service

**Additional requirements**

* Must be able to work holidays and weekends as assigned, meet the physical requirements of the job, and be bondable. Candidates must have a valid Oregon driver’s license and be insurable through SHHS company insurance policy.

**Working Conditions**:

Will have regular contact with animals with varying temperaments and physical conditions. Will work directly with animal waste, kennel cleaners and disinfectants. Will have access to protective equipment.

**Physical Demands**:

Must be able to remain in a stationary position on concrete and be able to move minimum of 50 pounds frequently. Work performed both in and out of the shelter requires moving, constantly positioning self, and consistently works in both indoor and outdoor weather condition.

EOE M/F/V/D

**Signatures**This job description has been approved by all levels of management:

Executive Director\_\_\_\_\_\_\_\_\_\_​\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_