



PAWSITIVE ALLIANCE
14150 NE 20th St., F1-233
Bellevue, WA 98007
Telephone: (206) 486-4PET

Position: Volunteer and Outreach Coordinator **Compensation:** \$22 - \$26 per hour; DOE
Location: King County Area, Remote **Supervises:** Volunteers
Reports to: Executive Director
Application deadline: Open until filled. Desired start, immediately
Please send resume and cover letter to: Exec@pawsitivealliance.org

This is a seasonal contract position: Approximately 20 hours/week, March through November 15, 2023.

Pawsitive Alliance’s mission is to help end the euthanasia of adoptable dogs and cats in Washington State by increasing adoptions, supporting spay and neuter programs, and improving pet retention. The Volunteer and Outreach Coordinator’s primary focus is engaging volunteers and the community through a wide variety of activities to advance Pawsitive Alliance’s mission.

This position is responsible for outreach functions, including coordinating and overseeing the volunteer program and events, both in-person and virtual, with the goal of strengthening these areas of the organization. The ideal candidate will be a skillful coordinator with a strong skill set in outreach and event planning, who is equally passionate about helping cats and dogs in need, and the diverse communities who care for them, to fulfill our vision of a healthy and happy home for every cat and dog in Washington. Learn more about the organization on our website, www.pawsitivealliance.org.

RESPONSIBILITIES:

Volunteer Coordination:

- Consults with leadership to determine organization and program needs for various volunteer services.
- Develop and maintain recruitment efforts, interviewing and screening potential volunteers, training and placement in roles, oversight, and facilitating volunteer activities.
- Prepare and maintain all documents related to volunteer management, including policies and procedures, job descriptions, and training materials. Maintain confidential and detailed volunteer records including volunteer data in our tracking software.
- Identify and develop ways to engage, appreciate, and motivate volunteers to improve the volunteer experience and retention.

Communications:

- Act as the key contributor to the monthly volunteer newsletter.
- Work closely with leadership to create engaging outreach and volunteer content for our communications’ channels.
- Oversee the timely maintenance of the organization’s website ensuring content reflects accurate information.
- Build relationships with and communicate regularly with partners about organizational and programmatic activities and needs.

Outreach:

- Develop and expand partnerships with diverse stakeholders, including networking and speaking with individuals, community groups, and businesses to advance the visibility of Pawsitive Alliance.
- Plan, organize, and host events specific to program delivery and education.

Fundraising:

- Assist with and participate in fundraising activities and related marketing campaigns.

Operations:

- Utilize and respond to email, phone, and mail.
- Oversee organizational and event supplies at events, being used by partners, and those kept at Seattle storage unit.
- Track expenses and manage relevant budgets.
- Develop objectives related to volunteer and outreach efforts, assure they meet organizational goals, and pull and send timely reports to the Executive Director.

IDEAL CANDIDATE QUALIFICATIONS & REQUIREMENTS:

- Experience in shelter and rescue operations preferred.
- Experience in outreach and volunteer coordination.
- 2+ years in a communications and/or administrative role.
- Commitment to cultivating, growing and empowering volunteers and the community by building relationships, assessing interests, and connecting them to Pawsitive Alliance's mission and resources.
- Strong verbal and written communication skills.
- Skilled in working with a variety of individuals from diverse backgrounds, bringing excellent interpersonal and relationship building skills.
- Must be a professional self-starter and work independently, with an ability to manage multiple projects at once and prioritize tasks.
- Be a collaborative, positive, and curious team player.
- Ability to thrive in a changing environment and to remain flexible and adaptive.
- Proficient computer skills in CRM/donor databases, social media platforms (primarily Facebook and Instagram), Microsoft Office, Adobe Photoshop and Adobe Premiere, Sharepoint and Teams systems, MailChimp, Canva, and WordPress (preferred).
- High degree of ownership – able to proactively identify opportunities and propose solutions, willing to roll up your sleeves and pitch in on a variety of tasks.

WORK ENVIRONMENT:

- Remote position, in King County, Washington, with the need for travel to/from: events, connect with volunteers and partners, pick up and deliver supplies, storage unit (Seattle), and post office box (Bellevue).
- Contractor must maintain a workspace with a reliable internet connection. Remote environment will require use of virtual communications technology.
- Contractor must have a valid driver's license and reliable vehicle and insurance.
- Flexible schedule with the ability and need to work evenings and weekends as determined by operational needs.
- Physical: position requires lifting, hauling, and carrying supplies and materials, being on one's feet for long-periods of time and working with and around animals and people and in the elements, with reasonable accommodation for safety and comfort.
- COVID-19 pandemic: Pawsitive Alliance continues to follow CDC guidelines. Face masks are not required at this time. We strongly recommend that all staff and contractors are vaccinated against the COVID-19 virus.

Pawsitive Alliance is an equal opportunity employer. This position description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. It in no way states or implies that these are the only duties to be performed by the employee or contractor occupying this position.

Diversity, Equity, and Inclusion Statement:



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Pawsitive Alliance strives to ensure cats and dogs in Washington state a happy and healthy life by focusing on empowering their caretakers, building a community of inclusion with our clients and partners that is fueled by diverse viewpoints and ideas.

- *We are committed to removing barriers to keep or care for a pet, and as a result many of our programs are focused on serving under-resourced communities.*
- *We are committed to fostering innovation and collaboration, and to create and customize strategies and solutions to approach challenges together.*
- *We are committed to continuously improving our culture of inclusion, both at the organizational level and with the communities we serve.*

Send CV and Resume to Exec@PawsitiveAlliance.org