



JOB POSTING NOTICE

POSITION: COMMUNITY OUTREACH AND RESEARCH COORDINATOR
DEPARTMENT: OUTREACH
REPORTS TO: STRATEGIC INITIATIVES PROGRAM MANAGER
STATUS: (2) PART-TIME, HOURLY – 05/01/24 through 01/31/25
RATE OF PAY: \$17.00 PER HOUR
DATE: MAY 6, 2024

POSITION SUMMARY AND MINIMUM QUALIFICATIONS:

We are seeking a dedicated individual to fill this role for our upcoming veterinary care and pet related services initiative in East Buffalo from May 1, 2024 through January 31, 2025. This grant-funded position will involve engaging with various organizations and individuals in the community to promote our services and gather valuable research data. The ideal candidate will be open-minded and adept at using a trauma-informed approach when interacting with clients and community members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct research on community needs and resources related to veterinary care in East Buffalo
- Build and maintain relationships with local organizations and individuals to facilitate collaboration and outreach efforts
- Develop outreach strategies to promote awareness of our program/services to increase community engagement
- Provide support and resources to individuals in a compassionate and trauma-informed manner
- Work cooperatively with all staff and volunteers to promote the SPCA Serving Erie County mission
- Engage visitors in non-confrontational, informative conversations regarding animal care, surrender, sheltering policies, etc.
- Working hours include evenings and weekends

This individual will participate in creating a thriving culture of philanthropy at the SPCA Serving Erie County by increasing awareness and support of our organization. This is achieved by being knowledgeable and supportive of SPCA programs and events, sharing your passion for service to animals and people within our community, and serving as an inspiration by providing an exemplary level of animal care and guest service.

The successful candidate will possess the following competencies:

- Strong interpersonal skills, including the ability to communicate with and relate to a diverse population
- Ability to express organizational standpoints when serving as an SPCA representative
- Ability to handle confidential or sensitive information with discretion
- Ability to function well independently and as a team member
- Ability to mediate and problem-solve in the moment
- Excellent attention to detail; organization skills and ability to multitask
- Experience in community outreach, research, or related fields is preferred
- Confidence using computer systems and learning new software
- Commitment to promoting animal welfare and serving the community
- Willingness to discuss SPCA policy and procedure in a non-confrontational, fact-based manner
- Valid New York State driver's license with a clean driving record

If you are interested in this position and meet the qualifications, please submit your resume to Human Resources at julies@yoursPCA.org.