



## Community Engagement Coordinator

### Our Culture

We believe in harnessing the power of diversity to create a culture of belonging where all individuals are celebrated and valued for their unique ideas, perspectives, and strengths as a means to achieving personal excellence and organizational success.

### Our Values

**Lead the Pack:** Commit to excellence in all we do

**Be the Person Your Dog Thinks You Are:** Demonstrate integrity to build trust

**Work Together, Wag Together:** Achieve shared goals while having fun

**Keep our Dogs in a Row:** Steward all resources efficiently and effectively

**Unleash the Power of Diversity:** Foster a diverse, equitable, and inclusive organizational culture

### The Purpose of Your Role

The Community Engagement Coordinator is responsible for organizing, facilitating and supporting the organizations community outreach efforts as it pertains to volunteer recruitment and engagement. This is to include working alongside the Events Coordinator to support and build relationships with corporate partners as well. Reports to the Volunteer Manager

### The Skills You Bring

- Passion for helping individuals
- Love of dogs including large breed dogs
- Unwavering dedication to volunteers
- Desire to learn
- Adaptability
- Attention to detail
- Problem-solving skills
- Effective communicator
- Team player
- Proficiency in Microsoft Word, Excel, and Outlook.
- Knowledge of customer relationship management software (CRM)
- Willingness to learn dog training techniques in accordance with FSD and Assistance Dogs International standards

### Our Investment in You

- Competitive Salary: \$22.50 - \$25.00 / hour
- Medical, dental, and vision insurance covered in part by FSD
- Life insurance covered by FSD
- 401k plan with company match
- 14 Holidays & Generous Paid Time Off
- Professional Learning Opportunities
- Wagging tails, dog kisses, and puppy breath

## **The Work You Will Do**

### **Community Engagement**

- Organize and facilitate events within the community in an effort to recruit/steward new volunteers, donors, and supporters.
- Attend community events on FSD's behalf to speak about our mission.
- Research and pinpoint outreach events that are beneficial to the demographic of volunteers in which we hope to reach.
- Represent FSD's volunteer program in a public setting.
- Provide support and build relationships with corporate partners.
- Maintain material that is used at community outreach events.

### **Volunteers**

- Coordinate, direct and support volunteers during in-person recruitment events.
- Help train, mentor, and organize volunteers that are assisting in community outreach efforts.
- Provide support to outreach volunteers should they need assistance.
- Proficiency in all volunteer positions.
- Assist with volunteer appreciation events
- Work closely with the training, development, and communication teams to ensure consistency in messaging and programming.

### **Data Collection and Reporting**

- Report data from community engagement events to appropriate parties.
- Document all outreach efforts in Organization's database.

### **Other Duties**

- Assist with playgroups for dogs in training as needed.
- Mentor new volunteer team hires during the first 90 days of employment as needed
- Provide feedback to Volunteer Manager on the effectiveness of outreach events.
- Assist with dog care, kennel care and cleaning as needed.
- Other duties that may be assigned

## **Work Environment & Physical Demands**

This job operates in both a professional office environment and in dog kennels and surrounding areas. The noise level in the office work environment is usually moderate. The noise level in dog kennels environment can be loud. The location is a non-smoking environment.

While performing the duties of this job, which primarily includes training volunteers and taking care of dogs up to 70 lbs., the employee is regularly required to be very physically active. The employee is frequently required to stand, bend, stoop, kneel, crouch, crawl and perform a variety of physical motions with his or her hands, arms, shoulders, and legs care for and train dogs. The employee is often on her or his feet and is often required to walk; escort visitors or volunteers in or around the kennel areas; and climb or balance. The employee is to communicate regularly with others. Employee must be able to manipulate and use all equipment and tools necessary to care for dogs, including leashes, medicines, locking mechanisms, and dog toys. The employee must have the ability to rapidly use printers, computer equipment, copy machines, and other general office machines.

### **Position Type and Expected Hours of Work**

This is a full-time, non-exempt position consisting of approximately 40 hours of work per week. Regular days and hours of work are Tuesday - Saturday from 7:30am - 4:30pm, but these hours may be adjusted depending on the needs of the Organization. This position will require working some weekends, evenings, and being open to working additional shifts on an as needed basis.

### **Travel**

Local travel, such as travel to volunteer recruitment or outings using company vans or personal vehicles is expected. Must have a valid driver's license and maintain current vehicle insurance.

### **Required Education and Experience**

- Associate's degree required in education, social work, psychology, sociology, nonprofit management, related field, or related experience.
- Proficiency in public speaking.
- Nonprofit work/ volunteer experience

### **Preferred Education, Experience and Competencies**

- Experience with disability awareness and sensitivity
- Experience in public speaking
- Experience teaching learners of all ages

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Essential and marginal job duties, responsibilities and activities may change at any time with or without notice.

### **Equal Opportunity Employment**

Freedom Service Dogs is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants, clients, graduates, or employees on the basis of race, color, creed, national origin, sex, age, religion, marital status, sexual orientation, gender identity or expression, veteran status, physical or mental disability, or any other status protected by state or local law.

### **To Apply**

To apply, please send your resume and cover letter with the subject line "Community Engagement Coordinator" to Hannah Perruccio, Volunteer Manager, at [HPerruccio@freedom servicedogs.org](mailto:HPerruccio@freedom servicedogs.org)