



## **Volunteer Coordinator** **Job Announcement**

Attention experienced animal lovers! The NOAH Animal Center is hiring a Full-Time Volunteer Coordinator. Join our fun, fast-paced, and professional environment where you can help save the lives of homeless dogs and cats through our high quality, low-income spay and neuter programs, family-friendly pet adoptions, humane education, and volunteer programs. It's a great opportunity for someone who enjoys being a compassionate and supportive leader to volunteers, loves animals, and wants to help NOAH achieve our mission of finding homes for animals and reduce the overpopulation of animals through low-cost spay/neuter.

### **Job Summary**

The Volunteer Coordinator provides leadership, creates an overall strategy, and manages the implementation of initiatives designed to build long-term volunteer and financial stability for The Noah Center. Responsible for the growth of The NOAH Center's volunteer program. Initiative and creativity are expected in carrying out the position responsibilities, as well as, the ability to work both independently and collaboratively. The Coordinator provides on-site supervision and leadership to the volunteers. The Volunteer Coordinator assists with outreach activities designed to promote The NOAH Center's adoptions, spay & neuter, volunteer and fundraising programs.

### **Qualifications**

- Associates Degree
- B.A. or B.S. degree preferred
- Must be 18 years of age
- Have a valid WA Driver's License
- Minimum 3 years of professional experience in management, supervision, and leadership.
- Project management experience
- Ability to recruit, organize, supervise and motivate volunteers
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively. Superb communications and presentation skills; ability to persuasively convey the mission of The Noah Center to diverse groups including major donors and corporate executives.
- Ability to communicate effectively with influential people.
- Experience and comfort delivering presentations to a variety of different audiences.
- Must be able to work independently and be self-motivated
- Must be able to work in a team environment
- Must have strong interpersonal skills and maintain strong professional relationships
- Demonstrated ability to think strategically and thorough understanding of strategic development.
- Exceptional ability in project coordination, ability to meet deadlines, detail management, and handling multiple tasks.
- Ability to work long hours, evenings and weekends.
- Work venues vary from office to social events, to presentations, to large and small meetings and interactions with individuals, involving a variety of environments.
- Proficient in Word, Excel, and PowerPoint
- Knowledge of animal welfare issues and highly motivated toward promoting animal welfare.

## **Salary & Benefits**

Salary: \$40,000 to \$45,000 starting annual salary DOE  
Classification: Exempt, Regular, Full Time  
Schedule: Varies, will include weekend and evening work  
Benefits: Medical & dental insurance, paid time off, paid sick leave, holiday pay & retirement options

## **Instructions for Applying**

Please send a resume and cover letter to:

Stacie Ventura, Executive Director

Email: [stacie@thenoahcenter.org](mailto:stacie@thenoahcenter.org)

Mail: 31300 Brandstrom Road

Stanwood, WA 98292

Fax: 360.629.9923

Thank you for your interest in working for The NOAH Center!