



## **HUMAN RESOURCE SPECIALIST**

### **Job Announcement**

Attention experienced animal lovers! The NOAH Animal Center is hiring a full-time Human Resource Specialist. 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 an excellent opportunity for someone who enjoys being a compassionate and supportive leader to volunteers, loves animals, and wants to help The NOAH Center achieve our mission of finding homes for animals and reducing pet overpopulation through low-cost spay/neuter.

#### **Job Summary**

The Human Resource Specialist oversees the overall strategic direction, planning, coordination, administration, and evaluation of the human resources function at The NOAH Center. As a volunteer-based non-profit organization, the Human Resource Specialist primarily oversees volunteer resources within The NOAH Center, including recruiting, hiring, and onboarding volunteers. The Human Resource Specialist will manage volunteers based on The NOAH Center's programs and volunteer staffing needs. This position provides on-site supervision and leadership and implements initiatives designed to build a successful long-term volunteer program and financial stability for The Noah Center. This position is responsible for the growth of The NOAH Center's volunteer program and for regularly developing and executing volunteer recognition programs. The Human Resource Specialist will assist the Executive Director with employee human resource responsibilities, including hiring, onboarding, record-keeping, employee engagement, training opportunities, legal compliance, and recognition programs. In addition, the Human Resource Specialist assists with outreach activities to promote The NOAH Center's adoptions, spay & neuter, volunteer, and fundraising programs.

*The Human Resource Specialist must support The NOAH Center's mission, philosophies, and practices. Superior customer service, consistent humane handling of animals, and fundraising are priorities for every staff member and volunteer at The NOAH Center. Performs duties safely and professionally according to The NOAH Center's Code of Conduct.*

#### **MINIMUM QUALIFICATIONS**

- Associate's degree
- Must be 18 years of age
- Must meet all the requirements in The NOAH Center's WSP WATCH Background Check Policy
- Have a valid Washington State Driver's License
- Minimum two years of professional experience in Human Resource Management
- Experience with volunteer management preferred
- Previous animal welfare experience is preferred
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar
- Presentation skills; ability to persuasively convey the mission of The Noah Center to diverse groups, including major donors and corporate executives
- Experience and comfort in 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 organizational skills, attention to detail, ability to meet deadlines and handle multiple tasks
- Work venues vary from office to social events, to presentations, to large and small meetings and

interactions with individuals, involving a variety of environments

#### Basic Skills

- Understanding the implications of new information for current and future problem-solving and decision-making
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- Monitoring/Assessing the performance of yourself, other individuals, or organizations to make improvements or take corrective action
- Understanding written sentences and paragraphs in work-related documents
- Talking to others to convey information effectively
- Communicating effectively in writing as appropriate for the needs of the audience

#### Social Skills

- Adjusting actions in relation to others' actions
- Teaching others how to do something
- Bringing others together and trying to reconcile differences
- Persuading others to change their minds or behavior
- Actively looking for ways to help people
- Being aware of others' reactions and understanding why they react as they do

#### Complex Problem-Solving Skills

- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions

#### Resource Management Skills

- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work
- Motivating, developing, and directing people as they work, identifying the best people for the job
- Managing one's own time and the time of others

#### Desktop Computer Skills

- Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs
- Using a computer application to create, manipulate, edit, and show virtual slide presentations
- Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail)
- Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest
- Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word-processing documents
- Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs

Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information

## **WORK CONDITIONS**

#### Body Positioning

- Requires repetitive movement

- Requires sitting
- Frequent standing, bending, stooping, and lifting up to 20 lbs. with reasonable accommodations

#### Communication

- Requires telephone conversations
- Requires use of electronic mail
- Requires writing letters and memos
- Requires face-to-face discussions with individuals or teams
- Requires contact with others (face-to-face, by telephone, or otherwise)

#### Conflict

- Requires dealing with unpleasant, angry, or discourteous people
- Includes conflict situations

#### Impact of Decisions

- Requires making decisions that impact the results of co-workers, clients, or the company
- Opportunity to make decisions without supervision
- Requires making decisions that affect other people, the financial resources, or the image and reputation of the organization

#### Level of Challenge

- Requires repeating the same physical activities or mental activities over and over
- Requires being exact or highly accurate
- Freedom to determine tasks, priorities, and goals

#### Pace and Scheduling

- Requires meeting strict deadlines

#### Personal Interaction

- Requires coordinating or leading others in accomplishing work activities
- Requires work with others in a group or team
- Requires work with external customers or the public

#### Responsibility for Others

- Includes responsibility for work outcomes and results

#### Work Setting

- Requires working indoors in environmentally controlled conditions
- Job tasks are performed in close physical proximity to other people
- Works in an area with a high noise level
- Exposure to fumes from cleaning chemicals
- Subject to animal, dander, bites, and scratches
- Exposure to biological and potentially zoonotic agents
- May be required to work beyond the scheduled hours.

### **SALARY, CLASSIFICATION, SCHEDULE, & BENEFITS**

Salary:	\$26.00-\$30.00 hourly rate DOE
Classification:	Non-Exempt, Regular, Full Time
Schedule:	Varies, will include occasional weekend and evening work
Benefits:	Medical & Dental insurance, paid sick leave, paid time off, holiday pay & retirement options (Once eligibility requirements are met)
Reports to:	Executive Director

Reporting Staff:           Volunteers

**INSTRUCTIONS FOR APPLYING**  
***MUST BE AVAILABLE TO WORK WEEKENDS***

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

I appreciate your interest in working for The NOAH Center!

*The Noah Center 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 occupying this position. The Noah Center reserves the right to revise or change job duties and responsibilities as the need arises and business requires. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.*