



COMMUNITY OUTREACH SPECIALIST

Job Announcement

Attention experienced animal lovers! The NOAH Animal Center is hiring a part-time Community Outreach 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 Community Outreach Specialist is responsible for a variety of administrative, database management, fundraising event planning, campaign assistance, and overall support to the Development & Marketing Department. This position assists the Marketing Coordinator with maintaining the website and all social media sites. This position works closely with the Development and Marketing Director to coordinate community outreach events and initiatives to help promote the programs available at The NOAH Center. The Community Outreach Specialist supports all fundraising events and helps to procure auction items by working closely with our business community partners.

The Community Outreach 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 in accordance with The NOAH Center's Code of Conduct.

MINIMUM QUALIFICATIONS

- Must be 18 years of age
- Must meet all the requirements in The NOAH Center's WSP WATCH Background Check Policy
- Minimum two-year Associates degree with an emphasis in communications, marketing, or a related field
- Event or fundraising experience preferred
- Proficient in Microsoft Office Suite
- Proficient with Adobe Creative Suites software
- Proficient with web design
- Video editing experience is preferred
- Experience with event software programs preferred (Auctria)
- Leadership ability with exemplary interpersonal, verbal, listening, and written communication skills
- Open, friendly, and comfortable with diverse groups
- Strong customer service skills
- Capable of directing and working effectively with donors, volunteers, and staff in a wide range of activities in a fast pace environment
- Self-motivated and able to work both independently and with a team
- Possess superior organizational skills and the ability to prioritize, problem-solve and multitask

Basic Skills

- Understanding new information's implications 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 appropriate training/instructional methods and procedures appropriate when learning or teaching new things.
- Using mathematics to solve problems.
- 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.
- Using scientific rules and methods to solve problems.
- 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.

Technical Skills

- Performing routine maintenance on equipment and determining when and what maintenance is needed.
- Determining the kind of tools and equipment needed to do a job.
- Installing equipment, machines, wiring, or programs to meet specifications.
- Controlling operations of equipment or systems.
- Analyzing needs and product requirements to create a design.
- Writing web design programs for various purposes.
- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Repairing machines or systems using the needed tools.
- Generating or adapting equipment and technology to serve user needs.
- Determining causes of operating errors and deciding what to do about it.

Systems Skills

- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the system's goals.

Resource Management Skills

- Determining how money will be spent to complete the work and accounting for these expenditures.
- Obtaining and seeing the appropriate use of equipment, facilities, and materials needed to do specific 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 opening and configuring standard browsers; using searches, hypertext references, and transfer protocols; and sending and retrieving 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 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.

SALARY, CLASSIFICATION, SCHEDULE, & BENEFITS

Salary: \$19.00 - \$23.00 hourly
 Classification: Non-Exempt, Regular, Part Time
 Schedule: Varies, will include weekend and evening work
 Benefits: Paid sick leave, paid time off & retirement options (Eligibility requirements must be met)
 Reports to: Development & Marketing Director
 Reporting Staff: Volunteers

INSTRUCTIONS FOR APPLYING

MUST BE AVAILABLE TO WORK WEEKENDS

Please send a resume and cover letter to:
 Jennifer Holocker, Development & Marketing Director
 Email: jenniferh@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.