



Community Engagement Coordinator

Full-Time Position | Reports to Director of Operations

Position Summary

The Community Engagement Coordinator (CEC) is a critical part of the operations team at Providence Animal Rescue League (PARL) and is responsible for ensuring the organization is engaging successfully with our community and providing essential community support programming. Areas of responsibility include coordination of social media efforts, pet food pantry program, and volunteer program (including internships and service projects at PARL).

Volunteer Program

- Responsible for overseeing the volunteer program at PARL including volunteer management, recruitment, training, and retention efforts for volunteers, interns, and community service projects across all departments of the organization
- Maintain volunteer database using Salesforce and ShelterLuv (training will be provided)
- Maintain volunteer and intern schedule in accordance with shelter needs
- Schedule and oversee group/corporate volunteer activities at PARL in cooperation with development department
- Act as a liaison between the PARL volunteers and staff members; problem solve, address areas of concern, and uphold all volunteer policies
- Responsible for internal communications to volunteers (regular e-newsletter, Facebook groups management, in person check ins etc.)
- Motivate, evaluate, and recognize volunteers for their service; create positive experience for all
- Assist the Director of Operations with maintaining foster database and help with foster training, recruitment, and animal placement as requested
- Recruit and manage student interns (college and high school level), working closely with the department leads in areas of interest as required; ensure individuals participate in activities to meet all academic requirements and learning objectives

Pet Food Pantry

- Responsible for the success and growth of Pet Food Pantry Program (planning, execution, and impact reporting), coordinate and oversee help from front desk staff and volunteers/interns
- Maintain and build relationships with local ACOs, humane service agencies, and community leaders to ensure PARL's community support programs are reaching target areas within our community facing greatest need
- Provide clients and community members with information and resources where appropriate regarding local assistance programs
- Organize, encourage, and inspire donation drives for Pet Food Pantry/shelter supply drives
- Analyze and collect data regarding community services/outreach services to develop new programs and initiatives in alignment with organizational goals and community needs
- Assist development department/ED with grant applications relating to community outreach and engagement



Community Outreach/Social Media/General

- Manage PARL's social media channels (Facebook, Instagram, and TikTok); coordinate and oversee content creation with department leads/coordinators as appropriate and in alignment with PARL's brand and voice guidelines
- Provide programs, presentations, tours and/or training for the community on a case-by-case basis and represent the organization at outreach/fundraising events as needed
- Promote healthy team communication; Participate in meetings, programs, and activities as a member of the Operations Department
- Work closely with the Director of Operations to develop, review, and adhere to annual budgets and financial reports for community engagement efforts; work closely with Business Manager regarding billing and charges related to these activities
- Actively solicit donations when appropriate during engagement events and ensure volunteers are prepared/able to solicit donations as appropriate and under the direction of fundraising personnel

Required Attributes and Skills

- The ideal person for this job has strong interpersonal skills, loves people and animals equally, is outgoing, patient, professional, and open-minded.
- Must have strong attention to detail and passion for teaching others
- Leads with positivity, compassion, and patience; communicates effectively and actively listens, reflects, and responds to others with kindness and understanding, even in stressful or tense situations.
- Experience in animal behavior, health, handling, & care in a shelter environment is a plus; must be comfortable and able to work with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies
- Skilled in Microsoft Office and general computer applications; able to maintain and use a variety of applications to prepare statistical and informational reports and manage data
- Bilingual in English/Spanish is a plus
- Must have strong writing skills, proficient graphic design skills, and experience with social media applications
- Must be at least 18 years of age and have valid driver's license; must be able to safely drive the organization's cargo van

Benefits/Rate

- Salary commensurate with experience, starting range is \$42,000-\$45,000/year
- 18 days paid time off/sick leave, accrued at 12 hours per month
- Health and Dental through Blue Cross Blue Shield, 80% paid by organization
- Option to participate in Simple IRA with organization match of 3% contributed from gross pay (Contribution of 3% or more required to participate)
- Opportunities for paid professional development
- Medications, food, and supplies for any of your animals can be purchased from PARL's vendors at cost



To Apply

Send cover letter and resume to Rebecca Baylies, Executive Director, rbaylies@parl.org; Position open until filled.

Working Conditions

Work is performed in an animal shelter that operates seven days per week with exposure to animals, including some with health and temperament conditions, high noise levels, zoonotic diseases, cleaning agents, and allergens such as peanut butter and hay. The person in this position needs to regularly move about the shelter and may occasionally be in a position where animal handling is required. Constantly communicates with clients, staff members and volunteers who have inquiries and must be able to exchange accurate information in these situations. Must be able to push up to 100 pounds and carry up to 50 pounds regularly throughout a normal workday. Occasionally moves animals weighing up to 75 pounds (i.e. through the shelter on leash or using other safe restraint and animal handling equipment, into and out of cages in the shelter, onto and off of exam tables). Working conditions also include working outside in varying weather conditions and frequent interruptions.

Equal Employment Opportunity

The Providence Animal Rescue League provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, military status, or any other category protected by federal, state, and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.