



**POSITION:** **Latino Community Engagement Director**

**REPORTS TO:** Chief Lifesaving Officer

**HOURS/PAY:** 40 hours, typically Monday-Friday, however, this position has varying working hours including occasional nights and weekends; **\$55,000 annual salary w/ benefits.**

**CLASS:** Full-time, hourly

### **SCOPE OF POSITION**

The Community Engagement Director (CED) will build, lead and direct the functions of the Humane Society of Northeast Georgia's Community Outreach programs. This includes the planning and implementation of several outreach initiatives including Pets For Life Hall County, quarterly vaccine clinics and community access to veterinary care. Additionally, the CED is responsible for raising awareness about animal welfare in the targeted communities.

#### ***Outreach Program***

- Researches, develops and updates curriculum, programs, and activities to educate the community about animal welfare and the activities of HSNEGA, ensuring that the Outreach Program is in accordance with the organization's mission and long-term strategic goals.
- Continually seeking advantageous partnerships within the community.
- Directs all community outreach activities including but not limited to quarterly vaccine clinics.
- Directly develops and implements the volunteer-based community program, **Pets for Life**, to include performing frequent and consistent door to door canvassing (2-3 times per week).
- Arranges wellness and spay/neuter appointments for pet owners, provides transport if available and warranted, arranges limited emergency services for owners with pets, and coordinates distribution of pet food to low income areas.
- In collaboration with the Vice President of Community Impact, builds out a program that will break down barriers and give targeted communities access to veterinary care.
- Responsible for communicating outreach programs and services across the organization so all staff may be able to relay pertinent information to community members.

#### ***Community Relations***

- Actively builds partnerships with community-based organizations to meet the needs of the targeted communities.
- Works with community members on practical and viable solutions to access veterinary care within the community
- Collects data from within the targeted communities to make recommendations for future programs and services.
- Ensures that education is provided to the community accurately and appropriately, in alignment with the organization's values
- Confers with other directors in similar roles in non-profit organizations to keep abreast of innovative best practices.
- Works to effectively increase pet retention in designated communities by reaching diverse audiences, building trust and relationships with community members and partners, and providing needed services to underserved communities.

#### ***Volunteer Programming***

- Works with the Development team to develop and implement strategies to actively recruit and retain a diverse group of volunteers

- Works with the Development team to fill the needed volunteer openings on an ongoing basis and to ensure active growth of the volunteer program
- Provides the Volunteer Coordinator with continuous feedback and guidance, and works to develop and implement effective volunteer retention strategies.

#### ***Other Duties***

- Ensure proper maintenance and handling of financial records and monies received including balancing/preparing and delivery of deposits.
- Maintains budget for Outreach Program including tracking expenses and income for various programs/events.
- Works with the Development Director on submission and compliance of grants to aid in funding the program(s).
- Anticipate problems before they arise and take actions to mitigate.
- Willingly and cooperatively performs other duties as assigned that may not be in specific job description.

#### ***Knowledge, Skills and Abilities***

- Associate's or Bachelor's degree preferred; previous volunteer or project management and experience in the education field highly desirable.
- Bilingual/Spanish speaking required and must possess cultural awareness of the Latino community in Hall County.
- Demonstrated experience in dealing effectively and tactfully with the public, and ability to create a positive work culture and implement change when needed.
- Excellent time management, multitasking and organizational skills. Ability to establish priorities and meet deadlines.
- Communicate clearly and concisely, both orally and in writing, with a wide range of various age groups.
- Ability to develop and deliver presentations aimed at various age groups.
- Ability to create a team environment/positive work culture and implement change when needed.
- Demonstrated ability to work or learn different software programs including MS Office, Volunteer Databases, etc.
- Willing and able to obtain training/continuing education as needed.
- Demonstrated ability to apply good judgment in making decisions in accordance with organizational policies and procedures and to handle emergencies, think critically and act accordingly.
- Sound judgment and ability to exercise complete discretion when dealing with confidential information.
- Must have a valid non-expired state issued Driver's License.

#### ***Physical Requirements and Work Environment***

- Regularly sits at a computer station and operates electronic equipment.
- Consistently exposed to animals/animal allergens under conditions with limited alternatives available.
- Interacts with animals and should feel comfortable handling animals on an occasional basis.
- Be able to successfully handle routine and difficult public contacts and have excellent conflict resolution skills.
- Because this position involves working with children, a satisfactory background check may be required.
- Some regional travel required.

*This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship*



The Humane Society of Northeast Georgia is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.