



Outreach Coordinator

Job Description

ABOUT SNIPSA:

SNIPSA is a local non-profit committed to removing adoptable animals from high kill shelters, providing for their medical care, and finding permanent loving homes. We also serve the community by providing free spay/neuter outreach for underserved pet owners through our Big Fix clinics. SNIPSA is looking for a qualified Creative Marketing Coordinator to assist with SNIPSA's marketing program. Will work closely with SNIPSA's Operations Manager and other key staff to help manage our brand, community relations and other fundraising initiatives.

WHY JOIN OUR CRAZY TEAM?

If you like a fast pace, tight knit team mixed with a little crazy, then SNIPSA is a great fit for you! Every team member has a heart the size of Texas for the cats and dogs we rescue, and we are committed to finding the best home for each pet. SNIPSA brings passion back into the workplace because we have a clear vision for the city of San Antonio -- to be a No Kill city! If you resonate with this vision, then SNIPSA might be the perfect fit for you!

JOB FUNCTION:

The Outreach Coordinator is a vital role on the SNIPSA team. The focus of this job will be to promote public education, organize community and fundraising programs, and oversee volunteer/foster recruitment and coordination, all while promoting SNIPSA's mission in the community.

DUTIES & RESPONSIBILITIES:

- Spearhead new events in the community to increase awareness about SNIPSA's mission
- Support fundraising goals/events – Big Give, Race for the Rescues, etc.
- Spearhead new events in community to increase awareness about SNIPSA's mission
- Develop new partners in the community
- Develop fundraisers in the community to include schools, corporation, small businesses, private donors – “idea generator”
- Respond to volunteer applications
- Assist with volunteers in the office to determine duties/tasks – NCL and other in-office volunteers
- Assist with the recruitment of volunteers for particular events – adoption/outreach/Big Fix/Race for the Rescues events to ensure they are fully staffed
- Ensure volunteer releases are completed for all participants
- Help Adoption Coordinator with meet-n-greets and public adoptions
- Recruit/On-board new fosters to the SNIPSA program
- Write Thank You notes to our fosters, volunteers, etc.

QUALIFICATIONS AND SKILLS:

- Relevant bachelor's degree, two years experience working with a non-profit or two years relevant work experience

- Technical acumen and strong familiarity with marketing/communications principles; background in writing, communications or marketing preferred
- Strong organizational and time management skills in order to prioritize multiple tasks simultaneously
- Ability to work independently and as part of a team
- Proficient in graphic design skills, including Adobe Creative Suite, Canva, etc.
- Experience working with WordPress and Constant Contact/Mailchimp
- Be able to learn our databases and complete adoption paperwork
- Handle cash and process credit card transactions

EXPECTATIONS:

- Ambitious Teamwork – quick learner who thrives in a fast-paced, team-oriented environment, ready to take initiative.
- Adaptability – flexible and able to pivot rapidly, manipulate and adjust strategies as needed. Things change quickly in this environment!
- Communication Skills – sharp and natural communicator with a passionate marketing mind
- Focus – detail-orientated while maintaining the ability to keep an eye on the big picture. Exceptional organizational, time management and customer service abilities
- Attitude – ability to remain positive and passionate in a high intensity work environment. Excited to be part of a high-powered, fast moving, tight knit team.
- Creativity – as marketing/social media platforms continue to evolve, strive to be “out-of-the-box” thinker, keeping SNIPSA’s digital/social media content at the forefront of technology
- Multitasker – Ability to wear multiple hats - in addition to primary job responsibilities, must be able to jump in to help team members when needed
- Love of animals that helps keep the mission close to heart

PHYSICAL JOB REQUIREMENTS:

- Must be able to stand for extended periods of time
- Must be able to lift up to 40 pounds
- Must be willing to get a little “dirty” given the nature of the job

TIME COMMITMENT:

- Hours would be 30-35 per week with the potential to evolve into a full-time position given job performance and needs of SNIPSA
- May be required to work outside of typical 9-6 office hours depending on events, etc.

PLEASE SUBMIT COVER LETTER WITH RESUME. RESUMES WILL NOT BE CONSIDERED WITHOUT A COVER LETTER.

SALARY AND BENEFITS COMMISERATE WITH EXPERIENCE

Ensure you meet qualifications before applying for position. Potentially rewarding job, aka, passion.