



Volunteer 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 Volunteer Outreach Coordinator to assist with SNIPSA's outreach program. You 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 Volunteer 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.
- 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.