



Job Title: Outreach and Humane Education Program Associate

FLSA Status: Full time with benefits package. Benefits package includes health, dental, vision, FSA, 401.3b, 80 hours of vacation, 24 hours of personal, 16 hours of floating holidays and 40 hours of sick time in the first year, in addition to 9 federal holidays.

Schedule: 40 hours per week. Daily hours and days of the week may vary according to the needs of the department schedule. Will include some weekends and nights every month.

Travel: Local travel required with valid driver's license and ability to drive work vehicles.

Details: This position will include time in the office and outside in all weather conditions and will require the associate to be trained by the PSPCA on how to operate a forklift. **Child abuse, state back ground checks and FBI clearances required upon hire.**

Overview

The Pennsylvania SPCA (PSPCA) is a non-profit animal welfare organization founded in 1867. Our mission is to protect animals, prevent cruelty and improve the health and quality of life for all animals in Pennsylvania.

The Outreach and Humane Education program works to build access to animal care information and resources in Philadelphia neighborhoods. Over the past 10 years, the Outreach and Humane Education program has expanded hands-on programming for teens and young people at the animal shelter and built long-term relationships with community partners and residents to build access to free pet food, veterinary care and animal care resources in an effort to support pet owners and create a safety net program for residents experiencing poverty.

Summary

The Outreach and Humane Education Program Associate will work collaboratively with staff, students and the community to support the needs of the Outreach and Humane Education program.

The Outreach and Humane Education Program Associate will take a leadership role in managing the intake and delivery of pet food for the community. The role will manage the data entry, record keeping and supplies for the program, lead shelter tours for 3rd-12th grade students visiting Erie Avenue and will support the community organizing work of the department through assisting with community veterinary clinics, door knocking, pet food distributions and spay/neuter transports.

This position is for individuals seeking to promote compassion and support for young people and community residents experiencing poverty with pets.

Primary Responsibilities

- Lead pet food deliveries for the community by utilizing the PSPCA forklift to load pallets onto vehicles and transport them to pet food partners.
- Manage data entry and record keeping for the community outreach program including: paperwork prep, entering records into the medical management system and tracking services provided to participants.
- Participate in and lead community door-knocking efforts with the Outreach and Humane Education Manager.
- Support and participate in community outreach veterinary clinics through day of involvement, spay/neuter transports and loading/ unloading supplies.
- Facilitate shelter tours for students (3rd-12th grade).
- Manage the student data and reporting for the Humane Education program.
- Organize receipts and accurately track expenses for the department to provide grant reports.
- Support other Humane Education program set-up and events as requested.
- All other duties assigned.

Educational and Experiences Requirements Minimum qualifications:

- High-school diploma or GED.
- Experience working with individuals in the community, providing high quality customer experience and detailed, organized record keeping.

Knowledge, Interest and Ability Requirements

- Excellent written and verbal communication.
- Ability to work some nights/weekends.
- High attention to detail and organization.
- Desire and drive to lead fun, conversational shelters tours for youth.
- Ability to perform well under pressure.
- Ability to maintain a thoughtful and non-judgmental mindset with a focus on pet retention and the human/animal bond.
- Ability to lift up to 50 lbs.
- Ability to drive a forklift with PSPCA certification and training.
- Valid driver's license with clean driving record and comfort driving all vehicles.
- Must be self-motivated and able to work independently and as a team.

Immediate Supervisor: Outreach and Humane Education Manager, Mandy Hood

To Apply Please send your resume mhood@pspca.org and use, "Outreach and Humane Education Program Associate" as your subject line.