



Animal Welfare
League of Arlington

Adoption Events Coordinator, Part Time – Animal Welfare League of Arlington in Arlington, VA

Adoption Events Coordinator, Part Time

The Adoption Events Coordinator is a member of the Behavior & Adoptions Team of the Animal Welfare League of Arlington and will assist with all aspects of the offsite adoption events program for the League. This part-time limited one year term position and is based in Arlington, Virginia.

About the Animal Welfare League of Arlington

Since 1944, the Animal Welfare League of Arlington has been committed to improving the lives of animals. The League provides temporary care and refuge for homeless and suffering animals; places animals in loving responsible homes, provides animal control services to Arlington County, and subsidizes county funds to provide a wealth of animal welfare and community services. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization.

The Animal Welfare league of Arlington is dedicated to creating a world where all companion animals find compassionate and permanent homes. For more information, please visit www.awla.org

Reporting Relationships

This position reports to the Director of Behavior & Adoptions and works within a team 3-4 staff members. The Offsite Adoption Events Coordinator will also work closely with League staff, volunteers, and the public.

RESPONSIBILITIES

- Must hold a valid Virginia driver's license and a clean driving record
- Coordinate and attend events to promote AWLA and our adoptable animals
- Coordinate with local businesses/vendors and maintain relationships to present animals for adoption off grounds. Find and qualify new vendors for hosting events
- Arrange transport of event animals for off-site adoption events
- Interact with event attendees, oversee supplies and direct the work of event volunteers
- Oversee the direct care, cleaning, socialization and enrichment of event animals
- Qualify and counsel potential adopters applying to adopt cats, dogs, and small companion animals on pet care and owner responsibilities
- Develop and implement enrichment ideas for shelter animals as assigned
- Develop and present enrichment training to shelter staff/volunteers on a variety of animal related subjects as assigned
- Administrative tasks including, but not limited to, restocking supportive materials, filing contracts, creating adoption folders and data entry
- Transport animals to and from AWLA shelter partners, groomers, vet appointments, special events, TV segments, etc., as needed
- Work with animals that may need additional socialization and enrichment
- Implement and develop new enrichment and rehabilitation programs for animals in the shelter



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- Resolve issues and provide behavioral support concerning adoptions either pre or post adoption through email, phone consults, and in person
- Willing to work weekends with a flexible schedule on a regular basis

External Relations

This position is required to interact directly with the public working at off-site events as well as the front desk in customer service and adoptions, including dispatching animal control calls on a rotating basis with other staff members

Required Qualifications

- 2+ years of professional work experience in an Animal Shelter or in an Animal Care environment
- Knowledge of animal care and behavior to include dogs, cats, and small companion animals
- Prior skills in handling and assessing animal behavior
- Excellent customer service and counseling skills
- Strong interpersonal skills and demonstrated ability to write clearly and persuasively
- Demonstrated ability to engage, inspire and instruct people
- Flexible schedule with the ability to work some evenings and weekends
- Bachelor's degree (BS or BA) or 5+ years of equivalent experience
- Computer literacy

Desired Qualifications (helpful but not required)

- Experience in the field of animal welfare or animal shelter
- Experience with "hands on" nonprofits
- Experience working with PetPoint

Personal Characteristics

- Passion for the mission of Animal Welfare League of Arlington
- Ability to think analytically and problem solve, combined with a willingness to ask questions and work collaboratively
- Energetic, hard-working, and a team player
- Highly organized, and detail-oriented self-starter
- Positive, enthusiastic, professional image in representing AWLA, both internally and externally
- Discretion with confidential information

Travel Requirements

This position will require regular travel in order to attend adoption and community events. A valid driver's license and willingness to drive a full sized van is required.

Other Requirements

Requires prolonged sitting at a computer station and/or standing with bending, stooping and stretching, crouching and crawling, eye-hand coordination and manual dexterity sufficient to operate vehicle, medical equipment, machinery, safety equipment, and office/computer equipment. May be required to lift items and animals up to 50 lbs. and be physically active on a regular basis with possible periods of heavy exertion. May be exposed to disinfectant solutions and subject to bites and scratches while handling animals of questionable temperament. Requires normal range of hearing and eyesight to



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communicate with animals, the public, volunteers, and staff. Also requires flexibility to readily adapt to a fast paced changing environment and the ability to work long hours including weekends and holidays.

Must be comfortable handling dogs, cats, small companion animals and wildlife on a regular basis.

Compensation

This is a part time, non-exempt, hourly position with a limited one year term. No benefits are included with this position. Salary range is within the Society of Animal Welfare Administrators (SAWA) median range which is \$13.50 - \$15.00 per hour.

To Apply

Please submit the following application materials to Claudia West at jobs@awla.org with **Adoption Events Coordinator, Part Time** in the subject line:

- A cover letter describing your interest in the position and how your experience relates to the required qualifications
- Up to date Resume
- Please include salary history for the past three roles

Animal Welfare League of Arlington is an Equal Opportunity Employer, with a commitment to diversity in the workplace.