

## **Program Coordinator.**

**Animal Rescue Coalition (ARC) is a non-profit high-volume spay/neuter clinic that provides and promotes spay and neuter to end shelter overcrowding and senseless euthanasia. ARC has several programs designed to reduce the number of animals flowing into local shelters and have been successful in helping to reduce euthanasia rates in Sarasota and the surrounding counties.**

**Later this year ARC will announce a new collaborative program designed to work with local shelters and rescue groups to place more animals in loving homes throughout this part of Florida.**

**ARC is seeking a part-time Program Coordinator to support this program. This newly created role will work under the direction of ARC's executive director to establish and execute procedures and controls to ensure effective delivery of services, efficient use of funds and timely tracking of outcomes. The role will provide support for development activities, social media promotion, and board administration.**

**The ideal candidate will have experience in non-profit development and programming. He/She will use their strong communication and analytical skills to promote ARC's new initiative to rescue groups, veterinary hospitals, and the community.**

**While currently a part-time position, there is a potential for the role to expand to full-time in the future based on the success of the program and overall organizational growth.**

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Functions may include but are not limited to the following:**

### **Program Support (60%):**

- Coordination and tracking of program statistics
- Reviewing and adjusting operational aspects of Program, including pricing, allocation and delivery
- Act as point of contact for service providers and constituents
- Following rescue "clients" through the program to report on the outcome for board communication and grant tracking.
- Collection of data to support programming decisions

### **Development /Administrative Support (20%):**

- Gift recording and processing
- Donor relations
- Preparation/Coordination of donor acknowledgment correspondence
- Data Entry of Donor information into Donor Perfect
- Reporting on Donation Levels
- Board Administrative Support

### **Social Media (20%)**

- Execute ARC's social media strategy - conceptualization and implementation
- Innovate new Instagram, Facebook, and Twitter posts regularly using ARC media content and other creative sources

## Skills and requirements -

- Associate's degree, and a minimum of two years of relevant non-profit experience.
- Strong verbal and written communication skills including the ability to effectively present information and respond to questions from constituency groups, donors, media, county shelters, animal control agencies, rescue groups, veterinary practices, and the general public,
- Experience with social media in a professional setting required;
  - Working proficiency in photoshop, Constant Contact/Mail Chimp, Instagram, Facebook, and Twitter
- Demonstrated proficiency in Microsoft Office, specifically Word, Excel, and PowerPoint.
- Working knowledge of Donor Perfect or other donor/fundraising system.
- Ability to interact with and respond to questions from a range of individuals with diverse interests, backgrounds, and dispositions
- Proven ability to communicate effectively, both orally and in writing with co-workers, internal staff and external partners and groups
- Excellent writing skills for reports and correspondence.
- Capable of representing ARC professionally both in-person and through written communication.
- Demonstrated research and analytical skills and ability to analyze data and report results, impacts and inconsistencies
- Ability to work independently and as a part of a team.
- Have independent judgment to make decisions on work activities including identifying and recommending action steps, prioritization, and escalation
- Exceptional personal organization, attention to detail and ability to multi-task

Hours: 20 to 25 hour per week – flexibly scheduled.

Submit Cover letter and resume to [Mary@arcsrq.org](mailto:Mary@arcsrq.org)