

Job Title:

Jameson Humane Program Support Coordinator

Reports To

Sandy Bishop, VP of Operations

Job Overview

The Program Support Coordinator provides support to two of our major Jameson Humane Programs and our Community members who reach out in need. These programs include our Community Animal Assistance Program (CAAP) and our Companion Animal Program.

Responsibilities and Duties:**Community Animal Assistance Program (CAAP):**

- Act as the primary point of contact when a member of our community reaches out in need of CAAP assistance
- Contact all clients that submit CAAP applications to walk them through the process and if denied, explain why
- Contact veterinarians to provide payment for the CAAP grant when a client is at their appointment
- Ensure the CAAP resources pages are kept up to date with accurate information
- Coordinate courtesy posts for community members in need of rehoming their domestic animal
- Responsible for creating new records in Shelter Manager for all CAAP applicants, and provide reporting when needed
- Work with Jameson's Volunteer Coordinator to assist in introducing CAAP Grantees who are interested in Volunteering

Companion Animal Program:

- Primary back-up to our Companion Animal Manager for all adoption inquiries
- Work with our Companion Animal Manager to identify, and vet, new foster homes and bringing them into the Jameson foster program
- Primary point of contact for all active fosters in need of supplies, food and equipment for the animal(s) they are fostering
- Work with veterinary partners, Jameson Program managers and our RVT for spay and neuter opportunities due to grants received
- Responsible for creating new records in Shelter Manager for all companion animals (cats, dogs and bunnies) entering Jameson's program and ensuring all data is accurate and maintained
- Oversee and manage the Jameson foster list in Shelter Manager to ensure accuracy
- Work with appropriate Jameson Team members to host/plan Foster Recruitment events in the Community on a frequent basis – every other month is ideal

Ideal Skills and Qualifications:

- Committed to JH's Mission
- The Ranch is a plant-based food site and as such, the consumption of animal products are not allowed on the property
- Excellent customer service skills
- Passionate about working for and with all domestic animals
- Knowledge of basic accounting
- Well versed in Microsoft Excel and Word
- Excellent communication and interpersonal skills with employees, guests and volunteers
- Great time management, organization and prioritization abilities
- Keen attention to detail and efficient problem-solving skills
- Ability to lift at least 40 pounds and comfortable standing or walking for long periods of time
- Able to follow detailed instructions and meet time sensitive demands
- Able to learn and process new information quickly
- Team player and self-motivated
- Willing to work on weekend/holidays/varying shift times

Working Conditions:

Work can be physical and performed primarily outdoors, with some duties performed in an office. Outdoor duties will involve working in all weather conditions, including cold/wet weather (average low is 35F) and hot summers (average high is 95-100F). Office working environment will be artificial light, equipment used includes standard office equipment i.e., computer, printer, telephone and copy machine. There are animals at Jameson Humane, therefore there is occasional exposure to sick or injured animals and possible exposure to parasites and infectious diseases

To apply:

Please send your resume and cover letter to sandy@jamesonhumane.org