



Community Engagement and Rescue Coordinator
Reports to: Director of Lifesaving Programs
October 2023

Job Summary: The Community Engagement and Rescue Coordinator will help develop, oversee and support our Rescue Program, Community Spay/Neuter Program and other community-centered Initiatives. This position also assists with other customer-service centered programs as needed.

Duties & Responsibilities:

- Serve as the primary contact for 501c3 rescue groups and shelters to transfer animals
- Recruit and approve rescue groups for our placement partner program
- Organize transport for animals both inside and outside of North Carolina
- Assess animals for rescue eligibility and need
- Serve as the primary contact for community members seeking spay/neuter assistance
- Organize community spay/neuter days and clinic appointments
- Work closely with other organizations to best use resources and better provide assistance to the community
- Create SOPs, educational materials, and/or program guides for any community initiatives
- Oversee any volunteers participating in community programs.
- Support customer service and education staff to increase life-saving efforts at the shelter.
- Help with managed intake and education to prevent animals from coming into the shelter
- Other duties as assigned.



Education and Qualifications:

- Minimum H.S. diploma or equivalent; post-secondary degree preferred.
- Experience in customer service preferred
- Prior experience in animal hospital, shelter, or high-volume spay/neuter clinic preferred.
- Must have own reliable vehicle and a valid NC driver license.

Knowledge and Skill Requirements :

- Must have excellent interpersonal and customer service skills
- Bilingual (English and Spanish) preferred

How to Apply:

If you would like to join an amazing team to help provide positive outcomes for homeless animals, please send resume and cover letter to leah.santelli@apsofdurham.org with the job title in the subject line. Please include a cover letter with your application.