



Position: Outreach Coordinator (Full Time)
Location: Greenhill Humane Society in Eugene, Oregon
Starting Salary: \$16.00/hr. - \$18.00/hr. plus benefits

Summary: The Outreach Coordinator plays a key role in promoting Greenhill's mission through community outreach activities including giving presentations, leading shelter tours, serving as a media spokesperson, staffing outreach booths at community events, and providing event support for Greenhill's signature events. The ideal candidate is passionate about animal welfare, has excellent communication skills, and is comfortable engaging with people in person, over the phone and through writing. The position requires early morning, nighttime, and weekend activities.

Direct Supervisor: Outreach & Events Manager

Essential Functions:

Media / Pet of the Week / Pet of the Month / Shelter Spotlight

- Works with the Communications Coordinator on TV/Radio/Print Pet of the Week, Pet of the Month, and Shelter Spotlight segments, including animal handling, gathering and relaying of information, video and audio recording.
- Provides support with tv and radio interviews including serving as a spokesperson as needed.
- Works with the Outreach & Events Manager to grow POTW opportunities in the community.

Community Engagement & Events

- Works with the Outreach and Events Manager to coordinate with businesses, groups, and individuals who want to fundraise and/or host events for the organization.
- Works with the Outreach and Events Manager to schedule, prepare for and attend speaking engagements at meetings of business and civic organizations, service clubs, and community groups.
- Works with the Outreach and Events Manager to host at least two signature events per year (Bark in the Park and An Evening for Animals).
- Works with the Outreach and Event Manager to coordinate and participate in off-site outreach activities such as third-party fundraising events, offsite adoption events, festivals, volunteer fairs, and humane education presentations/events at schools, clubs, and businesses. This may include preparing materials (rack cards, and event items), representing the organization during events (occasionally as the sole staff member), and coordinating transportation of supplies and animals to the events.

On-Site Presentations and Tours

- Regularly presents Greenhill's Volunteer Orientation / Onboarding presentation.
- Provides tours of Greenhill for interested individuals and groups of volunteers and community members.
- Works with the Outreach and Events Manager to coordinate, schedule and lead on-site humane education presentations and other gatherings, including birthday parties, and humane experiences, for youth and adults.

General

- Communicates Greenhill's mission, goals, programs, and needs to diverse individuals with varying objectives.
- Meets regularly with Outreach and Events Manager to determine strategies and assess progress.
- Serves as an ambassador on behalf of Greenhill Humane Society. Must be professional, welcoming, and courteous at all times.
- Works in harmony with all shelter departments, staff, and volunteers to ensure positive community relations and a strong awareness of Greenhill and its programs.
- Attends staff meetings and trainings.
- Treats all animals humanely, properly, and with compassion at all times, and promotes a humane and caring attitude toward all animals.

Education, Skills & Abilities

- Demonstrated skill, knowledge, and experience in media relations and event planning activities.
- Strong oral and written communications skills; confident public speaker.
- Ability to manage multiple projects at a time.
- Ability to work a flexible schedule with some early morning and regular evening and weekend work.
- Excellent interpersonal skills; ability to interact professionally and compassionately with a wide variety of people and to remain pleasant and calm even in stressful situations.

Certificates, licenses, registrations

- Valid Oregon Driver's license required.

Physical demands

- Able to process complex verbal and written instructions.
- Able to utilize phone and email systems, photocopiers, scanners, and other small office equipment.
- Occasional bending, squatting, lifting, and carrying of objects weighing up to 50 lbs.
- Ability to talk for up to eight hours a day.
- Ability to humanely handle animals.

Work environment

- Work is performed in an animal shelter with shared office space with two other people. Potential for exposure to zoonotic diseases, dangerous and fractious animals, high noise levels, hazardous chemicals, anesthetics and sharp objects. While performing the duties of this job, the employee is occasionally exposed to noxious odors, fumes, and airborne particles (including allergens such as animal fur and dander); toxic or caustic chemicals; and potentially volatile situations which can present risk of violence or injury.
- The noise level in the work environment is usually light to moderate and occasionally may be loud.
- This position requires regular exposure to animals and some outdoor work in all weather conditions.
- Occasional driving on public roadways in varying weather and traffic conditions.
- Local and occasional statewide travel is required.
- Allergic conditions, which could be aggravated when working near animals, may be a disqualification.

Work Days and Hours

- This is a full-time, 40-hour per week position. The schedule may include evenings, weekends, and holidays.

- Greenhill Humane Society staff may be called to work during local disasters, severe weather, or other emergency situations, and are expected to perform emergency service duties as assigned.
- The standard work schedule is flexible, with some early morning, evening, and weekend hours required.

EOE Policy:

Greenhill Humane Society is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment, without regard to race, color, creed, religion, sex, national origin, ancestry, gender, gender identity or expression, age, marital or domestic partner status, citizenship status, sexual orientation, disability, military or veteran status, or any other characteristic protected by applicable federal, state or local laws, regulations, or ordinances. Applicants with disabilities may be entitled to a reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws.