



Title: Community Outreach Coordinator

Reporting Relationship: Community Engagement Manager

Status: Part-time, Hourly, Non-exempt, Temporary (grant-funded) with potential to be permanent

Location: Where needed for events, outreach, and research in Chesapeake, Portsmouth, and Norfolk, VA
1149 New Mill Drive, Chesapeake, VA 23322 (office)

Summary

The Chesapeake Humane Society is seeking a dedicated individual to fill the role of Community Outreach and Research Coordinator for our upcoming mobile veterinary care initiative in Portsmouth and Norfolk, VA. This grant-funded position will involve engaging with various organizations and individuals in the community to promote our services and gather valuable research data. The ideal candidate will be nonjudgmental and adept at using a trauma-informed approach when interacting with clients and community members.

Duties and Responsibilities

- Conduct research on community needs and resources related to veterinary care in Portsmouth and Norfolk, VA
- Build and maintain relationships with local organizations and individuals to facilitate collaboration and outreach efforts
- Develop outreach strategies to promote awareness of our mobile veterinary services and increase community engagement
- Provide support and resources to individuals in a compassionate and trauma-informed manner
- Work cooperatively with all staff and volunteers to promote the CHS mission
- Uphold and embrace CHS's Workplace Culture Agreement in all aspects of work
- Engage visitors in non-confrontational, educational conversations regarding animal care, surrender, sheltering policies, etc.
- Perform other duties as necessary

Qualifications

- Strong interpersonal skills, including the ability to communicate with and relate to people of all age groups across a wide spectrum of the community
- Ability to express organizational standpoints when serving as a CHS representative
- Ability to handle confidential or sensitive information with discretion
- Ability to function well independently and as a team member
- Ability to mediate and problem-solve in the moment
- Excellent attention to detail; organization skills and ability to multitask
- Experience in community outreach, research, or related fields is preferred
- Confidence using computer systems and learning new software
- Commitment to promoting animal welfare and serving the community
- Willingness to discuss euthanasia, open-admission sheltering, and surrender of pets in a non-judgmental, non-confrontational, fact-based manner

Physical and Time Demands

- Working hours including evenings and weekends
- Irregular schedule including events and certain campaigns
- Ability to work in a fast-paced setting with distractions
- Ability to work remotely
- Ability to work in the presence of animals, wildlife, strong odors, and cleaning solutions
- Ability to stand, walk, bend, and lift and carry materials up to 25 lbs
- Ability to handle stress
- Valid driver's license, clean driving record, and reliable personal transportation
- Ability and willingness to drive the CHS transport van (Dodge Sprinter)

Salary and Benefits

- \$15.00 - \$17.00/hour
- Simple IRA Plan with up to 3% organization match
- Professional development and continuing education opportunities
- Access to mental health resources (Insight Timer app, Compassion Fatigue training, and Trauma-Informed Care training)
- Discounted clinic services and adoption fees
- Discounted retail items, pet prescriptions, and prescription foods

To apply, submit a cover letter, resume, and professional references to shoshana@chesapeakehumane.org. Please include the position title in the subject line.