



AVAILABLE POSITION:  
**Community Program Coordinator**  
New Hampshire Humane Society, Laconia, NH

New Hampshire Humane Society seeks an energetic and accomplished professional to serve in a key role supporting the Pets for Life Program, volunteers, and community programs.

**About New Hampshire Humane Society**

Founded in 1900 by M. Jennie Kendall, the NH Humane Society was formerly known as the Women's Humane Society. Originally located in Nashua, NH, the organization worked tirelessly for the welfare of women, children, and animals.

A significant part of our mission is about second chances. We are dedicated to finding responsible, caring forever homes, and providing shelter for lost, abandoned, and unwanted animals. We advocate for animals as a means for speaking for those who cannot speak for themselves. We implement educational programs and provide services to promote responsible pet ownership and the human-animal bond. We work tirelessly to prevent cruelty to animals and to evolve our region to be an even kinder and more humane community.

**Context:** The selected candidate will share our vision of making New Hampshire Humane Society an even more vibrant, inclusive, and compassionate workplace. Our goal is to continue to enrich the communities we serve. The Coordinator will aid in increasing our opportunities to serve as a valuable community partner. As one of New England's most respected and supported animal welfare organizations, New Hampshire Humane Society provides a continuum of care that is unparalleled in many if not most other areas of the country.

**Position Summary:**

Reporting to the Projects & Programs Manager, the Community Program Coordinator will assist in management of community programs and services, with a primary focus being the Pets for Life program.

The search for a Community Program Coordinator provides an opportunity to bring added energy, vision, and creativity to New Hampshire Humane Society as we expand our reach and impact. The Community Program Coordinator will partner with the leadership team to help execute and monitor an array of programs in our communities. This position will play a key role in advancing the organization's strategic goals for serving and collaborating with our communities.

The ideal candidate has 3-5 years of relevant program implementation experience. They will be a clear communicator and strong collaborator. The candidate chosen will possess compassion for animals, and inherent kindness to people. The ideal candidate cares deeply about access for all to care for pets and takes action to limit barriers to care for pets in our communities.

**Job Structure, Compensation:**

This position can be full-time or part-time depending on the needs of the chosen candidate. Some weekend and evening hours will be necessary for events and programs. Hourly or salaried compensation will be competitive and commensurate with experience. Full-time employment includes a comprehensive benefits package.

**Pets for Life Coordination**

- Oversees all aspects of the Pets for Life program including but not limited to: relationship building, door-to-door outreach, data collection, and pet transport for appointments as needed.

- Conducts ongoing community outreach to pet owners in our focus area community for general pet wellness, and spay/neuter
- Coordinates additional necessary medical appointments
- Maintains program record keeping in compliance with the national program, and aligned with our program goals
- Communicates effectively and builds strong relationships with various stakeholders regarding the Pets for Life Program.

### **Program & Volunteer Support**

- Provide scheduling and volunteer management support for community programs
- Assist with program coordination and documentation
- Coordinate appropriate training and onboarding for volunteers
- Work with Projects and Programs Manager to ensure program needs are met
- Assist with Volunteer Database Management and Communications

### **Administrative Support**

- With input from the team, coordinate social media posts, campaigns, and public responses
- Excel in general administrative tasks including creating presentations and reports as needed

### **Knowledge and Experience**

- Evidence of collaborative skills with a variety of people
- Effective communication skills with a demonstrated ability to express ideas clearly and concisely to a range of audiences including board, staff, and current and prospective donors
- Strong computer skills, proficiency with Microsoft Office Suite, databases, and social media

### **Personal Qualities**

- A positive, kind person who respects diverse perspectives
- A creative, forward thinker with proven ability to initiate and advance projects
- Strong organizational skills; deadline and service driven
- Focused, flexible, collegial, and team oriented
- Open to feedback, curious and willing to learn
- Operates with a high degree of integrity and respect
- Passionate about making a difference in our organization and community
- Compassion for colleagues and community members involved in demanding situations and decisions

### **To Apply:**

To express your interest in this role, please submit your materials in any format that shows us your relevant experience and why you are interested in this position. Materials may be sent to Lis Rosencrum, Relationship Manager at Lis@NHHumane.org, with “**Community Program Coordinator**” in the subject line.

**Anti-Racism / Diversity Statement:** New Hampshire Humane Society fosters relationships within a broad spectrum of the community and across the civic sector. We seek to further break down barriers, create opportunities and partnerships, and weave an increased kindness and humane actions into the fabric of the region. We advocate for a fair and inclusive community working to eliminate biases in our culture related to animals and the people who love them. We plan to leverage our greatest strengths and are investing in our internal culture, specifically our racial and gender equity practices. We seek candidates who embrace social justice, equity, and inclusivity. New Hampshire Humane Society is committed to building a team that reflects the diversity of our country. People of color, LGBTQ+ community members, and other under-represented groups are strongly encouraged to apply. All are welcome and valued here.

**Timeline:** Seeking to fill this role as soon as we find the perfect candidate