



## JOB DESCRIPTION

### Dane County Humane Society

Job Title: PETS FOR LIFE PROGRAM ASSISTANT  
Reports to: EXECUTIVE DIRECTOR

#### Scope of Position

Dane County Humane Society is looking for a strategic, flexible professional with a passion for working with people and animals to join our team to support our Pets for Life program. Through door-to-door outreach, the Pets for Life program builds relationships and extends resources to people with limited access to pet care services. The ideal candidate will have significant understanding of systemic issues that affect underserved populations, a commitment to serve the community, and desire to address racial and economic injustice.

#### Duties and Responsibilities include, but are not limited to:

- Oversee and contribute to all aspects of Pets for Life program including relationship building, door-to-door outreach, data collection, and transport to ensure meaningful, long-term sustainable impact
- Oversee program to ensure it operates according to the Pets for Life model, approach, and philosophy of increasing equity in access to resources
- Conduct ongoing community outreach to pet owners in our community of focus making available veterinary care, pet supplies and other services. Coordinate spay/neuter and wellness appointments and appointment follow up
- Assist with program operating processes to ensure program meets strategic goals
- Cultivate strong relationships with local groups and programs in the focus community to further the Pets for Life program impact

#### Qualifications

A committed and mature leader with the following experience and attributes:

- Experience providing and managing direct services to diverse audiences
- Excellent communications skills, with preference for candidates who speak both English and Spanish
- Significant understanding of systemic issues that affect underserved populations and commitment to serve the community
- Willingness to work as a team and provide direct support in all areas of program
- Commitment to treat animals and people with respect and kindness
- Ability to effectively communicate about the Pets for Life program to a variety of audiences
- Availability to work weekends and evenings as needed
- A valid driver's license, access to a vehicle during work hours, and car insurance

I have read, understand, and accept this job description and understand it will serve as the guide for my professional development. I further understand DCHS has the unilateral discretion to modify this job description.

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Signature

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Date