



The Center for Animal Rescue and Adoption

Spay More Animals
Community Spay/Neuter Clinic
www.savemoreanimals.org

Position Announcement:

Program Coordinator

We are now accepting applications for the position of Program Coordinator. This position will assist with general administration at our new spay/neuter clinic as well as with the development and implementation of life-saving programs and services for animals in our community.

Specifically, the Program Coordinator will help with general reception, appointment scheduling, data entry, inventory and maintenance; manage our public financial assistance program; coordinate community outreach and volunteer opportunities; and assist with developing and implementing spay/neuter, feral cat trap-neuter-return, clinic transport, foster care, adoption and other programs.

The Program Coordinator must be able to provide superior service to clients and work well with volunteers, interns and the public. This person must represent the organization in a professional manner and actively promote spay/neuter and the advancement of our goals and mission. Excellent organizational, communications and teamwork skills are necessary. Computer proficiency, dependability and dedication are essential. Bachelor's degree plus 2-3 years experience in a nonprofit environment required. We offer a competitive salary and great benefits, as well as paid training.

The mission of The Center for Animal Rescue and Adoption is to save more animals through proactive, progressive leadership and positive, organized collaboration. We are dedicated to rescue, foster care, adoption, spay/neuter, feral cat trap-neuter-return (TNR), medical treatment, behavioral training, retention and community involvement programs. We have been accepted as a member of the National Spay/Neuter Response Team and are developing a high-quality, high-volume, low-cost stationary spay/neuter clinic based on the Humane Alliance model. The "Spay More Animals" Community Spay/Neuter Clinic will serve the Tucson community and surrounding areas, with a focus on feral cat Trap-Neuter-Return (TNR) programs, rescue and adoption groups and low-income families. For more information about the clinic, visit our website at www.SaveMoreAnimals.org/clinic.

If you believe that building a no-kill community is possible, and you think you might like to join our staff of dedicated, hard-working professionals who love what they do, we'd like to hear from you. To find out how you can be part of this progressive organization:

Submit a letter of interest, current resume and 3 professional references to:

The Center for Animal Rescue and Adoption
Attn: Executive Director
P.O. Box 1628, Tucson, AZ 85702-1628
clinic@savemoreanimals.org

No phone calls, please.