

**JOB/POSITION TITLE: Community Engagement Coordinator**

**STATUS:** Exempt

**PRIMARY PURPOSE:** Provide professional, flexible and enthusiastic support in the areas of advocacy, communications, education, outreach and field services

**Reports to:** Vice President of Community Engagement

**Supervises:** Volunteers as needed

**ESSENTIAL DUTIES/FUNCTIONS:**

- **Support public policy initiatives.** Provide communications support for lawmakers and other public officials, as well as community advocates. Monitor legislative progress and flag items relevant to Hawaiian Humane's mission. Create presentations, communications and other collateral to advance animal welfare campaigns. Provide education and information on the Hawaiian Humane Society's positions. Assist with research into national policies, data and best practices to support policy priorities.
- **Support the communication and collateral needs of the Community Engagement and Field Operations and Response teams.** Work with program managers to write, design and produce collateral for community education, outreach, events, advocacy and animal law enforcement. Stay up to date on all Hawaiian Humane activities, programs and processes. Attend events, educate community members, and provide pet retention resources.
- **Provide logistical support for community and advocacy events.** Work with Vice President of Community Engagement and other team leaders, including the Manager of Special Events, to plan, execute, and analyze community and advocacy events. Events may include lobby days, panel discussions, parades, protests, single and multi-day professional conferences.
- **Support relationships with community partners.** Assist community partners, including the members of Hawai'i Animal Welfare Association (HAWA), O'ahu Animal Welfare Alliance (OAWA), Partners in Care (PIC), TNRM nonprofits and other community groups. Provide administrative support and follow up for group meetings.

**OTHER DUTIES/FUNCTIONS:**

- Provide program assistance as needed for Communications, Outreach, Education and Field Services programs
- Other duties as assigned

**JOB CONDITIONS:**

- **Work Environment:** Indoor air-conditioned office, outdoors at shelter or on location for various activities and events

- Equipment Use: Occasional use of Hawaiian Humane Society vehicles. PC computer, digital camera, printer, copier, telephone
- Hours: 40-hour work week. Monday to Friday typical schedule, with evening and weekend hours required throughout the year based on operational requirements and event needs

#### MENTAL, PHYSICAL & COMMUNICATION DEMANDS:

- Must maintain and present personal conduct, personal appearance and office space as a professional.
- Must exercise compassion, patience, professionalism, flexibility and tact when dealing with a broad range of volunteers and the public including difficult, emotional or angry people.
- Must be able to communicate in a professional setting across multiple disciplines, exercising emotional intelligence and leading with compassion.
- Must have a flexible disposition to work with and engage a variety of volunteers, supporters and donors.
- Must be committed to behaving in an ethical manner.
- Must be committed to developing a deep knowledge of progressive animal welfare issues.
- Must agree with and be committed to Hawaiian Humane's goals, objectives and programs.
- Must have the ability to engage proactively and cooperatively with governmental, community, and animal welfare stakeholders.
- Must be able to work at indoor and outdoor locations.

#### QUALIFICATION REQUIREMENTS:

- Skills/Knowledge: Requires excellent computer knowledge. Must be able to be flexible and multi-task in a fast-paced office and work with multiple priorities and deadlines with accuracy. Must have excellent verbal, written and visual communication skills. Valid driver's license, good driving record, access to own automobile and proof of no-fault insurance required.
- Education/Training: Minimum associate's degree or equivalent experience; bachelor's degree preferred.
- Experience: Minimum one year of experience in government relations, community organizing, advocacy or communications required. Experience in graphic design and event planning preferred.

*The above information on this job description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.*