**Job Title:**  Humane Education Specialist

**FLSA Status:** Full time, non-exempt

**Pay Range:** $56,000 - $60,000 annually

**Date Effective:**03/01/2024

**Reports to:**Director of Development and Public Outreach

**Position Summary**

We are seeking a passionate and dedicated individual to join our team as a Humane Education Specialist. This position conducts and oversees programs and outreach initiatives aimed at educating both children and adults on responsible pet care & ownership, the humane treatment of animals & our planet. The ideal candidate instills a sense of compassion and respect for living beings, and fosters humane attitudes toward all life. He or She will have a deep commitment to animal welfare, exceptional organizational and communication skills, and a strong background in developing and implementing educational programs.

**Essential Duties and Responsibilities**

Humane Education:

* Design, enhance, and implement comprehensive humane education programs for the Humane Society of San Bernardino Valley (HSSBV).
* Create engaging and age-appropriate curriculum materials that address various aspects of proper pet care, animal behavior, and the importance of empathy towards animals.
* Coordinate onsite tours with local community, business, education, and volunteer groups.
* Responsible for teaching and overseeing youth education programs offered in schools and for after school activities.
* Ability to promote and deliver programs and curricula virtually when necessary. Avenues include remote platforms, email, social media, telephone, letter and primarily in person presentations/meetings.
* Actively seeks out and develops quality partnerships with a wide variety of community organizations and individuals, e.g., service organizations & civic groups, educators, and school administrators.
* Oversee a successful summer Critter camp program for children ages 7 - 13, while implementing a plan to increase participation and recruiting new presenters and volunteers.
* Responsible for training, supporting and supervising volunteer teaching staff and junior camp counselors.
* Implement a suite of community centric programs hosted by HSSBV, examples include a “Reading to Pets” program, adult classes on animal care, an animal ambassador program, teen program, pet CPR, etc.
* Represent HSSBV in a positive, professional manner, demonstrating interest in and compassion for teaching people about companion animals and responsible pet care/ownership. Understands, supports and articulates the organization’s policies and philosophies to the public in a positive and effective manner.
* Represent the HSSBV at local school events, career day booths and HSSBV fundraisers with engaging and dynamic materials and activities.
* Stays current with progressive teaching methodology and advancement and child development. Pursues continuing education related to humane topics and maintains a strong network of professional humane educators.
* Identifies potential volunteers and donors for the Humane Education program and HSSBV.

Administrative tasks:

* Implement systems for collecting data on program effectiveness and participant feedback.
* Analyze and evaluate the impact of educational initiatives, making recommendations for improvements and adjustments as needed.
* Produce copy for newsletter, marketing collateral, grant proposals or other printed materials as needed.
* Prepare quarterly Humane Education department newsletter articles.
* Contributes to monthly board reports
* Maintain accurate data records for all programs
* As needed, assist with grant reporting, grant research and solicitation in partnership with the Director of Development
* Produce social media and website content and videos. Obtain photo release waivers as needed.
* Track all program invoices in respect to budget

**Job Qualifications**

Education and Experience:

* Experience in education or similar field; animal welfare experience required
* Experience in program development and coordination, particularly in the field of humane education or animal welfare.
* Experience working with and teaching school aged children and/or teens, designing lesson plans and curriculum.
* Familiar with age appropriate education curricula and mandates.

Knowledge, Skills and Abilities:

* Strong interpersonal and communication skills, with the ability to effectively engage diverse audiences.
* Demonstrated ability to work independently and as part of a team.
* Proficiency with Microsoft Office, including Outlook, Word, and Excel
* Proficiency with online communication platforms such as Zoom and Microsoft Teams.
* Excellent organizational, writing, communication and time-management skills
* Must be detail oriented.
* Demonstrated ability to set priorities and meet deadlines
* Demonstrated ability to professionally maintain composure and effectiveness under pressure and changing conditions
* Demonstrated ability to comfortably handle animals
* Hold a valid California Driver’s License and have an insurable driving record
* Ability to speak Spanish a plus

Working Conditions:

* Office, veterinary clinic and classroom environment
* Potential exposure to high noise levels and zoonotic diseases
* Exposure to all weather conditions when working at outdoor events
* Occasional lifting of up to 50 pounds
* Frequent use of computer and telephone
* May be required to work after hours and/or on weekends

How to Apply:

Interested candidates should submit a resume and cover letter. Examples of previous work or program materials related to humane education may be requested as part of the interview process. The position offers a flexible start date, available any time after May 1, 2024. Email resume and cover letter to [Tseymour@hssbv.org](mailto:Tseymour@hssbv.org) or fax to 909-380-7800.

Job Type: Full-time

Pay: $56,000 - $60,000 annually

Expected hours: 40 per week

Schedule:

* Monday to Friday, some Saturdays

Work setting:

* In-person
* Office
* Outdoor work

Work Location: In person, office & classrooms