



EMPLOYMENT OPPORTUNITY

Animal Outreach Assistant

Salary: \$20.27 to \$28.66 Hourly

Job Type: Full-Time

Department: Animal Services

Benefits: Benefits Eligible

Position Pending Council Approval

The Position

Under general supervision, performs a variety of support activities to the Animal Outreach Coordination Team in administering the Apple Valley Animal Shelter's public outreach efforts; writes and distributes information and educational materials regarding available animals; promotes, publicizes, and occasionally participates in events, activities, and educational and outreach programs; develops and maintains the Apple Valley Animal Shelter's social media content; provides administrative support assistance to Animal Outreach Coordination Team; performs other duties as assigned.

Job Functions

- Assists the Animal Outreach Coordination Team with day-to-day efforts in the placement of homeless pets.
- Performs a wide variety of administrative duties, including preparing correspondence, maintaining records, taking, and properly processing phone calls, filing reports and records, creating forms, tables, and files.
- Maintains social media websites; creates and publishes posts and responds to public inquiries.
- Photographs and uploads photos and videos of animals in need of foster and permanent homes.
- Writes and distributes information and educational materials regarding available animals.
- Prepares and maintains a variety of files and reports on a daily, weekly, monthly, and annual basis related to the adoption and fostering of animals.
- Provides information to members of the public regarding Shelter programs.
- Assists with maintaining communication with approved foster homes to appropriately place animals; provides foster homes with necessary animal care supplies.
- Aids members of the public with questions about animal adoption, basic animal care and housing, behavior counseling, and general department processes.
- Assists in cleaning and disinfecting kennels and providing general care to shelter animals; observed animal behavior and reports findings to supervisor.
- Assists with community events, as needed.
- Performs other duties as assigned.

Qualifications

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and one (1) year of general work experience, preferably involving public contact. Previous experience in managing social media platforms and content creation within a professional setting is highly desired.

License: Valid California class C driver's license with satisfactory driving record and automobile insurance.

S e l e c t i o n P r o c e s s

A completed Town employment application is required by the close of recruitment on **Tuesday, May 23, 2023, at 5:30 pm**. An application package is available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate based on age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If the applicant has a disability that may require accommodation, please contact Human Resources in writing at the time application is submitted.