



EDUCATION COORDINATOR

Position Summary: Serves as a resource on animal care and welfare by presenting education programs to local schools, clubs, associations, and at community and organization events about animal care. Prepares and distributes education and outreach materials designed to further the goals and mission of M2BL for schools and the general community.

Requirements:

- Provide ongoing administration and development of education programs for students and adults.
- Organize and conduct classroom presentations in schools.
- Organize and conduct presentations for community organizations
- Participate in community events to promote responsible pet care
- Assess organizational needs and appropriate target populations; design, improve or tailor programs to meet those needs as appropriate.
- Continuously monitor the success of the education program and implement changes as necessary.
- Select or develop written materials that may be used by teachers and students to reinforce animal welfare education.
- Maintain a library of educational materials (books, slides, visual aids etc.) for classroom use and other educational opportunities
- Attend offsite community events as needed such as vendor fairs, schools and other community activities.
- Develop and maintain good working relationships with community organizations and schools.
- Provide assistance to community groups, students, educators and the general public seeking information on animal related issues.

Qualifications:



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- Minimum three years' experience in animal welfare, education, or related field.
- Demonstrated public speaking experience
- Must have a high level of computer literacy
- Ability to perform well under pressure ·
- Experience and comfort delivering presentations to a variety of different age groups
- Good interpersonal skills required for working with a variety of individuals and groups
- Ability to effectively communicate the rationale for Meant 2B Loved Pet Rescue's policies and procedures
- The ability to work well independently on several projects concurrently, and possess excellent communication, organizational, and creative thinking skills.
- Software proficiency in Microsoft Word, Excel, Power Point, is required. Experience with Canva or other graphic design software, preferred.
- Strong initiative and customer service orientation
- Experience and comfort in working with children.