ONE HEALTH PROGRAMS SPECIALIST – Animal Welfare League (Arlington and Alexandria) – Grant Funded

One Health Programs Specialist
The One Health Programs Specialist oversees the day-to-day operations of the community support clinics in a collaborative partnership between the Animal Welfare League of Arlington and the Animal Welfare League of Alexandria. This position will split their time between both shelters. This is an exciting new position tasked with creating, organizing, and implementing a One Health wellness clinic. This position focuses on the One Health model in which the connection between the health of people, animals and our shared environment is recognized. This position coordinates an ongoing program that provides animals and pet owners with free wellness screenings and basic medical care by removing barriers and meeting client needs, as well as making access to care as easy and attainable as possible. The One Health Programs Specialist is also tasked with the follow-up on programs as needed. This position is unique in that it represents both shelters at various community events (throughout Arlington and Alexandria, Virginia.)

About the Animal Welfare League of Arlington
The Animal Welfare League of Arlington (AWLA) provides animal adoption and community programs to Northern Virginia and D.C. Metropolitan areas, as well as animal rescue, control, and wildlife services within Arlington County. For more than 75 years, AWLA has remained committed to its mission to improve the lives of animals and the people who love them by providing resources, care, and protection. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization.

The Animal Welfare league of Arlington is dedicated to creating a humane community in which animals and people live together harmoniously. For more information, please visit www.awla.org

About the Animal Welfare League of Alexandria
Since 1946, the Animal Welfare League of Alexandria (AWL-Alexandria) has been a resource for our community and a shelter for homeless animals. Through adoptions, spay and neuter assistance, education, community services, resources, wildlife assistance and outreach, the AWL-Alexandria plays a key role in promoting responsible pet care across Northern Virginia as well as the care of our wild neighbors.
Since 1989, the AWL-Alexandria has worked with the City of Alexandria to provide animal care, control, protection and sheltering services. The AWLA operates the Vola Lawson Animal Shelter, an open-admission facility accepting any and all animals brought to us from within the jurisdiction. We have made a commitment to help animals and the people who love them with the help of our amazing and animal-loving community.
The Animal Welfare League of Alexandria is an independent, local, 501(c)(3) non-profit organization. For more information, please visit [www.alexandriaanimals.org](http://www.alexandriaanimals.org)

**Reporting Relationships**

This position reports to the Director of Community Support for the Animal Welfare League of Arlington and works closely with the rest of the Community Support Department and the Shelter Medical team. The One Health Programs Specialist will also work closely with all League staff, volunteers, and the public.

While working with the Animal Welfare League of Alexandria, this position will report to the Director of Community Programs while also working closely with other staff, volunteers, and the public. Input from both Arlington and Alexandria equally will be used to measure the success of the position.

**RESPONSIBILITIES**

- Build relationships with pets and people within targeted communities in Arlington and Alexandria
- Coordinate wellness clinics in under resourced communities in Arlington and Alexandria - including but not limited to booking locations, services, translation services, marketing programs within the community, managing and inventory of supplies, and more
- Track and report data regarding impact
- Set and adhere to program budget
- Promote and act as a representative for both Arlington and Alexandria’s community support programs
- Coordinate and order needed supplies for program
- Coordinate and implement community vaccination clinics in Arlington and Alexandria as funding is available
- Assists with pet food bank procedures and data collection as needed
- Coordinates with other locally based public assistance organizations in Arlington and Alexandria to provide resources that best serve our community
- Speaks on behalf of the Animal Welfare Leagues of Arlington and Alexandria to promote shelter programs and mission
- Organize the delivery of basic veterinary care to include wellness exams, vaccinations, heartworm and flea/tick preventative.
- Performs additional duties as deemed necessary and assigned

**External Relations**

The specialist will split time 50/50 between the Animal Welfare League of Arlington and the Animal Welfare League of Alexandria. This position interacts directly with the public on a regular basis.
Required Qualifications

● Social services background
● Organized self-starter with ability to plan and execute new initiatives
● Fluent in English and Spanish (oral and written)
● Valid driver’s license and clean driving record
● 2+ years of professional and customer service work experience preferably in a similar role
● Ability to set priorities, develop routines and manage a varied workload
● Ability to work independently as well as with others in a wide variety of circumstances
● Ability to maintain composure in stressful and sensitive situations while in the public eye
● Ability to write and execute event promotion materials to generate interest
● Highly organized and detail-oriented self-starter
● Exceptional interpersonal, customer service, listening, and decision-making skills
● Demonstrated ability to engage, inspire and listen
● Strong computer literacy including MS Office, Email and Database skills
● Knowledge of (or willingness to learn) animal care and behavior to include dogs, cats, and small companion animals
● Ability to work comfortably with and around animals following procedures and protocols
● High school diploma or equivalent
● Excellent customer service and counseling skills, pleasant demeanor, patient and professional
● Flexible schedule working with the needs of the shelter, including weekends, holidays and evenings
● Detail oriented with proven organizational and follow through skills, capacity to work well under pressure

Desired Qualifications (helpful but not required)

● Experience in the field of animal welfare or animal shelter
● Experience with “hands on” nonprofits
● Experience working with volunteers
● College degree

Personal Characteristics

● Passion for the mission, vision and values of Animal Welfare Leagues of Arlington and Alexandria
● Ability to think analytically and problem-solve
● Willingness to ask questions and work collaboratively
● Energetic, hard-working, team player
● Highly organized, and detail-oriented self-starter
● Positive, enthusiastic, and professional image in representing the Animal Welfare Leagues of Arlington and Alexandria, both internally and externally
● Discretion with confidential information
**Travel Requirements:** Reliable form of transportation required. Attendance at local community events in support of the Animal Welfare Leagues of Arlington and Alexandria community service programs and community outreach initiatives.

**Typical Physical & Mental Demands**
Requires frequent bending, reaching, stooping, kneeling, walking/standing, eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other equipment or machinery. Will have exposure to injured and deceased animals, disinfectant solutions, and various weather conditions. May assist in animal restraint and deal with distressed animals and could be subject to bites and scratches. May be required to lift heavy items (possibly up to 50 lbs) or animals and be physically active. Requires normal range of hearing and eyesight to communicate with the public, volunteers, staff, and animals. Also requires flexibility and adaptability to work with frequent interruptions.

Must be comfortable around dogs, cats, small companion animals and all wildlife.
Will be required to receive rabies prophylaxis vaccine, hepatitis B, and tetanus vaccinations.

**Compensation**
This is a full time, grant funded position with medical dental and vision benefits available. The position is partly funded by a grant through PetSmart Charities. The grant terms stipulate funding for two years but may be extended at the discretion of the Animal Welfare Leagues of Arlington and Alexandria based on the success of the program.

**To Apply**
Please submit the following application materials to Claudia West at jobs@awla.org with One Health Programs Specialist (full-time) in the subject line:
- A thoughtful cover letter describing your interest in the position and relevant experience/qualifications
- Current Resume
- Salary Expectations

*Animal Welfare League of Arlington is an Equal Opportunity Employer, with a commitment to diversity in the workplace.*

*Applications will be considered on a rolling basis. Position will remain posted until filled. No phone inquiries, please.*