



June 24, 2022

Love Animals? Then Come Join Our Team!

...and make a difference in the life of an animal in need by making animal care and protection your job!
Apply for employment at the SPCA Monterey County today!

EVENT & ACTIVITIES COORDINATOR (Fulltime 40 hours a week, M-F 8am-5pm)

Responsible for the planning, organizing, marketing, and successful implementation of all events including Day of Giving Telethon, Tux & Tails, third-party and peer-to-peer fundraising events, and donor appreciation events. Create sponsor packages and secure sponsorships. Work with the Development Manager, volunteers, and staff to ensure successful completion of each event, including achieving budget goals. Other responsibilities include the development of email campaigns, design of thank you postcards, assistance with yearend activities, and the management of our coin bank and vehicle donation programs. Candidates must have 1-3 years of experience in fundraising or corporate events, command of the English language with proven excellence in writing and speaking skills, and proficiency in most Microsoft Office applications. Knowledge of Luminare Online, Raiser's Edge and Adobe design software is ideal. Preferred candidates will demonstrate a can-do attitude, possess the ability to multitask, be organized and detail-oriented, work well with others, and be comfortable in public speaking situations. Must have current California Driver's License and be able to present clean DMV pull at time of interview. Starting rate for these positions is \$27.00/hour.

SEASONAL BARN CARE SPECIALIST Full-time (June 1st - September 15th, 40 hours a week, Tuesday- Saturday, 8am-5pm)

We are looking for a talented employee who can feed, clean and maintain barn livestock. As a Barn Care Specialist you will work behind the scenes providing quality animal care to the hundreds of animals housed in our barn each year. Ideal candidate will be dependable self-starter, with the ability to learn new duties. Must have Barn livestock husbandry background, college Barn Management Degree preferred. Solid work history and ability to work a flexible schedule, including weekends and holidays, required. Must have current California Driver's License and be able to present clean DMV pull at time of interview. Starting rate for this unique position is \$18.00/hour.

KENNEL CARE TECHNICIAN – SEASONAL (May- October) / Part-time (8am-12pm, Sat- Wed)

We are looking for a dedicated individual to work with the entire Shelter staff to clean kennels and cages, feed and water a variety of domestic Kittens/Cats, Puppies/Dogs in accordance with established quality animal care and husbandry standards under the supervision of the Shelter Manager. Ideal candidate will be dependable self-starter, with the ability to learn new duties. Animal husbandry background preferred. Solid work history and ability to work a flexible schedule, including weekends and holidays, required. Must have current California Driver's License. Starting rate for this position is \$18.00/hour.

CUSTOMER CARE SPECIALIST (Fulltime 40 hours a week)

We are looking for an outgoing and welcoming Customer Care Specialist, who will be participating in the adoptions and surrenders of hundreds of homeless animals a year in our Pet Adoption and Intake Center. Experience in customer service/hospitality field is required. Ideal candidate will be dependable self-starter, with the ability to learn new duties. Solid work history and ability to work a flexible schedule, including weekends and holidays, required. Must have current California Driver's License. Starting rate for this unique position is \$18.00/hour.

VETERINARY OFFICE COORDINATOR (Full-time, 40 hours a week, Monday – Friday, 8am-5pm)

As a Client Care Office Coordinator you be responsible for ensuring the Veterinary Clinic front office runs in an efficient and orderly manner through scheduling appointments, answering telephones, completing patient paperwork, and assisting customers. Processes administrative paperwork for the Clinic and Veterinary Staff, order inventory and assist in the Veterinary Clinic as required. Ideal candidate will be bilingual in English/Spanish, dependable self-starter, with the ability to learn new duties. Animal husbandry background preferred. Must have previous Veterinary Office & Staff Management experience. Must have current California Driver's License and be able to present clean DMV pull at time of interview. Starting rate for these positions is \$20.00/hour.

ANIMAL CARE SPECIALIST (Fulltime Sat-Wed, 8am-5pm or Part-time Tues-Wed 8am -5pm)

Join our team working behind the scenes providing quality animal care to the hundreds of animals housed in our shelter each year. Work with the entire Animal Care staff to clean kennels and cages, feed and water a variety of domestic animals and livestock, restock animal supplies, assist with medicating sick animals, assist with the training of new employees and restrain animals for examinations, vaccinations and euthanasia, in accordance with established quality animal care and husbandry standards under the supervision of the Animal Care manager. Ideal candidate will be dependable self-starter, with the ability to learn new duties. Animal husbandry background preferred. Solid work history and ability to work a flexible schedule, including weekends and holidays, required. Must have current California Driver's License. Starting rate for this position is \$18.00/hour.

TLC BEHAVIOR ASSISTANT (Fulltime 40 hours, 2 positions: Sun-Tues or Tues – Sat, 8am-5pm)

As a TLC Behavior Assistant you are responsible for assisting in the behavior evaluation, training and implementing behavior protocols of Shelter dogs, husbandry of animals that are housed in the TLC building, and other duties as assigned. You will also be working with the public and volunteers, and at times showcasing the dogs in the adoption center, play yards, offsite and on media. TLC dogs are often available by appointment only; you will set up the appointments and meet potential adopters. You will be tracking dog's behavior progress while they are in the TLC program and even after adoption. You will also at times be working with cats that need behavior intervention. Ideal candidate will be dependable self-starter, with the ability to learn new duties. Must have prior Animal Handling and husbandry experience. Certified in Pet Behavior Training using positive reinforcement methods is a plus. Solid work history and ability to work a Tuesday-Saturday schedule, including weekends and holidays, required. Must have current California Driver's License. Starting rate for this position is \$18.00/hour + (DOE & Behavior Certifications).

The SPCA Monterey County conducts Pre-employment Criminal Background Checks and Drug Screenings

The SPCA Monterey County is proud to offer all of its full time regular employees a comprehensive compensation package, including full medical and dental coverage, life insurance, participation in a tax-deferred 403(b) retirement program, and paid sick, vacation and holiday leave.

PLEASE SEND YOUR RESUME TODAY TO:

SPCA Monterey County, Attn: Human Resources, P.O. Box 3058, Monterey, CA 93942
Fax to: (831) 373-8613, email to: ggaluppo@spcamc.org or visit us on the web at: www.SPCAmc.org