



January 24, 2023

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!

HUMAN RESOURCES COORDINATOR - Full-time (40 hrs/wk: Monday- Friday 8am-5pm)

As the Human Resources Coordinator for the SPCA you are responsible for providing agency wide assistance in all personnel related matters, including recruitment, hiring, performance management, counseling and termination. Administers New Hire Orientations and employee health and welfare plans. The Human Resource Coordinator provides administrative support to the human resource function, including record-keeping, file maintenance and HRIS/ADP entry. The ideal candidate will be a dependable self-starter, with excellent communication, conflict resolution and listening skills. Experience with a HRIS database system is a plus, but must be computer proficient. Must have previous Human Resources experience (3+ years) with a non-profit is preferred. Must have current California Driver's License and be able to present clean DMV pull at time of interview. Salary range for this position is \$64,480 - \$67,700/year DOE

DONOR RELATIONS ASSOCIATE - Full-time (40 hrs/wk: Monday- Friday 8am-5pm)

The Donor Relations Associate is responsible for planning and implementing cultivation and retention programs for donors giving \$500+ on an annual basis. Manage and grow Constant Companion monthly giving program including stewardship of donors and account updates. Manage and grow vehicle donation and coin bank programs. Assist with development events as needed. Prior experience with Raisers Edge and Blackbaud Luminate preferred. Must possess strong written and verbal communication skills. Must have current California Driver's License and be able to present clean DMV pull at time of interview. Salary range for this position is \$25.00 - \$31.00/hour DOE

BARN CARE SPECIALIST Part-time (20 hrs/wk: Tuesday 1-5pm, Wednesday & Thursday 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. 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. Salary range for this position is \$20.00 - \$22.00/hour DOE

REGISTERED VETERINARY TECHNICIAN – Fulltime & Part-time Positions Available

Take a hands-on role in reducing the population of homeless dogs and cats each year with this rare opportunity in our Veterinary Clinic for a Registered Veterinary Technician. Qualified applicants **must be a California State Certified Licensed RVT**. Ideal candidates will be self-motivated, able to multi-task, have excellent clinical skills and work well with others. Full-time position is Monday – Friday, 7:30am -4pm work shift and Part-time positions vary in time frames, work days and can include Saturdays. Salary range for these positions are \$28.00 - \$32.00/hour DOE, + \$5,000 Sign on Bonus for Full-time (40hours/week), \$2,500 Sign on Bonus for Part-time (20 hours/week) after 90 days of employment.

TLC BEHAVIOR ASSISTANT Full-time (40 hrs/wk: 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. Salary range for this position is \$20.00 – 23.00/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, dental and vision 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