



# JOB POSTING NOTICE

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**POSITION:** EDUCATION PROGRAM SPECIALIST: HUMANE EDUCATOR  
**DEPARTMENT:** HUMANE EDUCATION  
**REPORTS TO:** DIRECTOR OF HUMANE EDUCATION  
**FLSA STATUS:** NON-EXEMPT, HOURLY: 40 HOURS PER WEEK  
**DATE:** MARCH 30, 2022

## **POSITION SUMMARY:**

If you are looking for a fun career in the education field and have a passion for education and animals, this position is for you! The SPCA Serving Erie County is currently seeking an Education Program Specialist. In this role, you will be developing, implementing, and evaluating education programs that promote the human-animal bond, kindness, empathy, and animal welfare in the community.

We are seeking a creative thinker who is passionate about improving the lives of humans and animals through highly interactive and hands-on programs for audiences from preschool through adults. Our culture is one of continuous improvement and collaboration for maximal community impact. As a resource for animal care and welfare within the community, you must be able to hear and address concerns around human and animal well-being in a non-judgmental and humane manner.

Schedule: Tuesday-Saturday during school year including regular evening hours. Shifts start as early as 8 am and ends as late as 8 pm. Monday-Friday during summer.

## **Requirements and Preferences:**

- Associate's or Bachelor's degree in education, psychology, social work or a related field. Qualifying work experience in education or human services will be considered as an alternative.
- 1 year experience in delivering educational programming and supervising groups of children.
- A valid New York State driver's license, reliable transportation, and proof of insurance.
- Experience in providing programming to culturally and economically diverse groups.
- Experience in facilitating programs in an informal learning environment (animal shelter, zoo, museum, nature center), preferred.
- Experience with animal handling/care and animal welfare issues preferred.
- Must be comfortable using relevant technology and online platforms to support program instruction. Experience and proficiency with the Microsoft and Google office products.
- Experience in curriculum design, lesson planning and presentation.
- Bilingual English/Spanish, Arabic, ASL or other language strongly preferred.

## **Expectations and Responsibilities:**

### **Education Programs:**

- Research, develop, and evaluate curriculum and supporting materials for on and offsite programs for multiple audiences and programs.
- Assist with lesson plan development. Seek out and create materials to serve as effective teaching aids.
- Implement and deliver innovative programs for schools, scouts, families and community organizations.
- Plan evening or weekend events that draw adults and families with the aim of enhancing their knowledge of animal-related topics.

- Help update existing programs and develop new programs to educate the community about humane animal care, animal welfare issues and the activities of the organization assuring that all presentations are in accordance with the organization's mission and philosophy.
- Must be comfortable or willing to work with animals such as domestic and wild species.
- Assist with the husbandry and care of education department's animal ambassadors.
- Ability to learn new content and skills and quickly adapt to changes in programs and procedures.

**Community Engagement:**

- Develop and maintain an excellent rapport with participants, families, staff, volunteers, and guests.
- Help build and maintain strong relationships with schools, organizations, and the community with a strong focus on human-animal well-being.
- Provide a safe, fun, and engaging learning environment for participants.
- Must demonstrate exceptional service and represent the SPCA Serving Erie County in a professional manner in all situations.
- Must be comfortable with public speaking and presenting to large audiences.
- Must have excellent verbal communication skills, including the ability to give directions to others in a manner that is pleasant and easily understood, clear, and concise.
- Ability to work independently and manage time well.
- Ability to lift and carry up to 50lbs, climb stairs, and lead groups outdoors in all kinds of weather.

This individual will participate in creating a thriving culture of philanthropy at the SPCA Serving Erie County by increasing awareness and support of our organization. This is achieved by being knowledgeable and supportive of SPCA programs and events, sharing your passion for service to animals and people within our community, and serving as an inspiration by providing an exemplary level of animal care and guest service.

If you are interested in this position and meet the minimum qualifications, please submit your resume to Julie Schultz, Human Resources at [julies@yoursPCA.org](mailto:julies@yoursPCA.org).