



Macon County Animal Control & Care Center

2820 Parkway Drive, Decatur, Illinois 62526

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January 4th, 2020

Job Title: Promotion Coordinator
Classification: Part Time
8a-12p Mon-Thurs
1p-6p Fridays
8a-12p Saturdays
Reports to: Shelter Manager

Position Summary: Manage all aspects of promotion of adoptable pets at Macon County Animal Control & Care Center (MCAC) utilizing the Decatur & Macon County Animal Shelter Foundation's (DMCASF) website and other social media accounts. Attend events with an adoptable pet, including but not limited to annual foundation events, Friday Radar's friends, and off-site adoption events. Engage the public in a professional and friendly way, while ensuring all volunteers attending said events are using proper animal handling skills. Keep kennel cards and postings on Pet Harbor up to date, and spend time with animals whenever possible, to gather information which will assist you when writing the animals' descriptions. Work with the shelter in finding homes for barn cats and medical fosters. Transport animals to vet appointments, rescue, and Radar's friends when needed. Bring any and all animal concerns to shelter management immediately.

Knowledge, Skills, and Abilities-

- Proficiency navigating the internet and using Microsoft office suite products, Word, and Excel
- Familiarity with Facebook and Adobe Photoshop highly desirable
- Enthusiasm for learning new ways to promote adoptable animals, creativity is encouraged
- Excellent verbal and written communication.
- Familiarity with a camera preferred
- Able to work independently and work cooperatively in a team setting
- Time management skills and ability to follow a deadline
- Must be comfortable around both dogs and cats and handling experience is required
- Must be able to lift 50lbs
- Must have a valid driver's license and proof of insurance; (this position requires you to transport animals using DMCASF's vehicle)