

Cartridge Recycling Coordinator – Job Description

Atlanta Animal Rescue Friends' (AARF) volunteer services team holds the primary responsibility for raising the funds needed to operate AARF's programs. The Cartridge Recycling program is part of AARF's ongoing development plan.

The roles of the Cartridge Recycling Coordinator are primarily focused around working with the community to collect use ink and toner cartridges and working with the organizational contact at the cartridge recycling company to maximize the fundraising potential. The program goal is to raise a minimum of \$250 per month. The Cartridge Recycling Coordinator works directly with the Vice President of Development and other members of the development team. The responsibilities include, but are not limited to, the following types of activities:

- identifying collection sites and developing onsite relationships with constituents
- monitoring collection sites, gathering cartridges on a regular basis, and shipping according to program rules
- promoting the cartridge recycling program to AARF supporters and the Atlanta community as a whole
- meeting monthly with the VP of Development

The Cartridge Recycling Coordinator position requires someone with excellent communication and organization skills and the ability to work independently and stay motivated. The ideal candidate will have a passion for rescuing pets facing euthanasia, will be comfortable working a diverse group of people in diverse settings and will be familiar with AARF's mission, goals and programs.

This position resides on the AARF Program Board, which does not carry voting or fiscal responsibilities.

This position is unpaid and requires approximately 10-15 hours per month, primarily in collection and packing activities. Some local travel will be required, and all travel related expenses are tax-deductible.

To apply for this position, please email a letter of interest, current resume and philosophy statement on animal welfare to Susan Leisure, Director of AARF, susan@aarfatlanta.org or fax to 678.318.1826.