

MySpace / Petfinder Manager – Job Description

Atlanta Animal Rescue Friends uses a variety of outlets to stay connected to the community. Our MySpace page and our Petfinder page are two of those tools.

The roles of the MySpace/Petfinder Manager are primarily focused around using the sites to relay information about AARF events, funding campaigns, adoption events and other AARF / animal related news. The MySpace/Petfinder Manager works directly with the Vice President of Communications, Vice President of Operations and other members of the communications and operations team to identify appropriate content for the site. The responsibilities include, but are not limited to, the following types of activities:

- adding all AARF and AARF-supported events to the sites
- reviewing and responding to messages as needed
- coordinating news items for the site with the VP of Communications
- updating the sites at least once per week

The MySpace/Petfinder Manager position requires someone with good communication and advanced html skills. The ideal candidate will have a passion for animal welfare will be comfortable working a diverse group of people 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 currently an unpaid position, although stipends may be available in the future. The position requires approximately 2-4 hours per week, primarily online work. Some local travel will be required, and all travel related expenses are tax-deductible. The MySpace/Petfinder Manager will be invited to quarterly AARF board meetings.

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.