

## Not One More Coordinator – Job Description

The Not One More program is an awareness and outreach program of Atlanta Animal Rescue Friends' (AARF) mission to end pet overpopulation. The goal of the program is to educate the public about the problem of pet overpopulation in the Atlanta area and to provide ideas on actions that individual citizens can take to address the problem.

The roles of the Not One More Coordinator are primarily focused around awareness and outreach activities. The Not One More Coordinator works directly with the Director, VP of Operations and members of the communications team. The responsibilities include, but are not limited to, the following types of activities:

- providing articles and statistics for the Not One More website
- working on the 219 event team to coordinate awareness about the event and at the event
- organizing, promoting and managing awareness and outreach events

The Not One More Coordinator position requires someone with excellent communication and organization skills, good management skills and the ability to work with time-sensitive information. The ideal candidate will have a passion for rescuing pets facing euthanasia, 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, but does require attendance at regular board meetings. This position is currently an unpaid position. The position requires approximately 8-10 hours per week, split roughly evenly between online/phone communication and direct contact with the public and other constituents. 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](mailto:susan@aarfatlanta.org) or fax to 678.318.1826.