Field Training Initiative Outreach Volunteer

Reports to: Talia Padilla, Senior Manager, Field Training Initiative

Organizational Impact: By helping connect animal services agencies with our Contemporary Field Operations training program, volunteers support the development of knowledgeable, compassionate officers equipped to improve outcomes for animals and their communities. Expanding access to this training helps advance lifesaving field practices, strengthen community engagement, and reduce unnecessary shelter intake, directly supporting Best Friends' mission.

Position Function/Goals/Deadlines:

- Support the Best Friends Animal Society Field Training Initiative (FTI) by assisting with outreach to animal services agencies, municipal shelters, and field services departments to increase awareness of and participation in the Contemporary Field Operations training program.
- Help identify and connect with agencies that would benefit from training focused on lifesaving field practices, community engagement, and effective animal services operations.
- Complete assigned outreach tasks within established recruitment timelines, with priorities and deadlines communicated by FTI staff.

Time Commitment and Location of Work:

- **Location:** This is a fully remote volunteer opportunity. All work can be performed from the volunteer's home using a computer and internet connection.
- **Time Commitment:** Approximately 1-2 hours per week, with flexibility based on volunteer availability.
- **Schedule:** Flexible scheduling during the week, with occasional coordination or check-ins with the Senior Manager during regular business hours.
- **Duration:** This is a short-term volunteer opportunity with an anticipated project end date of **January 6, 2027**. Outreach assignments and priorities will be established based on upcoming training recruitment needs.

Core responsibilities:

- Contact municipal animal services agencies, animal control departments, and other organizations that may benefit from Contemporary Field Operations training based on provided list.
- Locate and verify agency contact information, including appropriate staff members, email addresses, and publicly available phone numbers.
- Assist with distributing approved training invitations, program flyers, registration

information, and other outreach materials to prospective participating agencies.
- Conduct follow-up outreach using approved messaging and timelines to encourage awareness of upcoming training opportunities.
- Maintain accurate records of outreach activities, including agencies contacted, contact information, dates of communication, and responses received.
- Refer questions regarding training content, eligibility, registration, or scheduling to Senior Manager when additional guidance is needed.
- Communicate agency interest, responses, and potential recruitment opportunities to Senior Manager in a timely manner.
- Participate in occasional check-ins with Senior Manager to review outreach progress, priorities, and upcoming recruitment needs.
- Maintain professionalism and represent Best Friends Animal Society positively in all communications with external agencies and partners.
- Track and input hours worked into the Best Friends volunteer database.

Qualifications/Requirements:

- Strong written communication skills and the ability to communicate professionally and respectfully with external organizations.
- Comfortable conducting online research, identifying appropriate contacts, and organizing information accurately.
- Basic proficiency with email or Microsoft Office.
- Basic organizational skills, attention to detail, and ability to follow established instructions and outreach procedures.
- Ability to work independently, manage assigned tasks, and communicate progress or challenges with the Senior Manager.
- Access to a reliable computer and internet connection.
- Willingness to learn about Best Friends Animal Society's mission and the goals of the Contemporary Field Operations training program.
- Commitment to maintaining confidentiality and appropriately handling agency contact information.
- Previous experience in administrative support, outreach, recruitment, or animal welfare is helpful but not required.
- Knowledge of animal services, municipal government, or field services operations is a plus but not required. Training and guidance will be provided.
- Willing to use a Best Friends volunteer email address, which requires:
    - Signing a Non-Disclosure Agreement;
    - Access to personal computer with antivirus software installed;
    - Downloading an approved app onto a personal smartphone for the purpose of multi-factor account authentication (e.g. Google Authenticator);

- Checking the Best Friends email account every few days for the duration of the project except when otherwise communicated to the project supervisor.

Please email nationalvolunteers@bestfriends.org if interested in volunteering