



**Job Title:** Vocational Education Program Assistant

**Reports to:** Vocational Education Program Manager

**General Description:**

The Program Assistant job is to provide support for boarding and grooming operations, and the vocational education program. This is a full-time, 40 hours per week consisting of 4-10 hour days Wednesdays-Saturdays. Starting wage \$15/hr. Organization pays 100% of medical and dental premiums after 60 days of employment. This is a non-exempt position.

**Key Responsibilities and Accountabilities:**

**Boarding and Grooming Operations**

- Assist with transport of boarding and grooming animals to and from public access and/or veterinarian.
- Provide on-site assistance with daily operations of boarding and grooming to include tool control, billing, return phone calls, scheduling, and recordkeeping
- Provide support, training and coordination of program volunteers
- Prepare deposits and track unpaid invoices
- Provide support to Voc Ed Program Manager with scheduling of offenders for classes and work
- Respond to inquiries about PPP via phone, email, and mail with tact and thoughtfulness
- Identify, address and rectify building and/or safety concerns and address with appropriate staff
- Coordinate and conduct tours

**General**

- Responsible for supply procurement and inventory
- Assist with coordination of special and outreach events
- Responsible for incoming and outgoing mail
- May be asked to represent the program for public functions or speaking engagements
- Contribute to the success of the program by meeting organizational competency expectations, continuously learning, and by performing other duties as needed or assigned
- On occasion, all staff are called upon to assist with the care of animals in our kennels. This may include exercising, feeding, medicating, cleaning kennels and conducting daily rounds
- May be asked to help create public relation content for website, brochures, social media content, newsletter and annual report

**Minimum Qualifications**

- Minimum education: high school diploma or equivalent
- 2 years of clerical experience
- Competency in use of Microsoft Excel, Outlook and Word
- Experience working in a kennel preferred
- Must be able to physically handle pets of all sizes and temperaments; many with little to no training.

**Knowledge, Skills and Abilities**

- Ability to work with animals, offenders, staff, volunteers, clients, management and the public in a variety of situations
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Ability to work efficiently under pressure and willingly accept responsibility
- Ability to work independently and as a member of various teams
- Strong organizational and problem solving skills
- Ability to manage priorities and workflow
- Excellent written and oral communication skills
- Sense of humor

**Other Requirements**

- Valid Washington State driver's license
- Must meet any requirements established for this position by the Washington State Department of Corrections

**Physical Demands**

The employee in this position may find themselves lifting/moving items up to 40 pounds. This position also involve handling dogs and cats of all sizes with varying degrees of training.

**How To Apply**

Please send cover letter and resume to [info@prisonpetpartnership.org](mailto:info@prisonpetpartnership.org).

*Job descriptions represent a general outline of job duties, functions, and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.*

*It is Prison Pet Partnership's policy to base hiring solely on the individual's ability to perform essential job functions. Persons with disabilities are eligible for this position provided they can perform those functions with reasonable accommodation.*