



Humane Education Committee Volunteer Position Description

Function: Oversee and plan the logistics associated with Friends of MACC's humane education initiative. This position works closely with MACC staff, volunteers, and Friends of MACC board members. Humane education committee members will work together to complete team tasks, as well as lead and manage various areas independently. From among the members, a committee chair will be selected by the Friends of MACC board to oversee the overall work and progress of the entire committee; the chair (or designee) will attend the monthly Friends of MACC board meetings to provide a committee update.

Time Commitment: Humane education committee members will be assessed on an on-going basis, with appointments renewed annually unless a member decides to step down via a 30-day notice at any point.

Core responsibilities:

- Create a humane education program that includes working closely with MACC ACOs and other staff members to advance animal welfare in Davidson County.
- Develop flyers, brochures, and collateral materials that outline MACC's services and find creative ways to disseminate information throughout the community.
- Conceptualize and implement humane education events, in partnership with MACC staff, at schools, neighborhood festivals, and other events.
- Recruit and bring in vendors that add value and enjoyment to humane education programs.
- Recruit and maintain a network of humane education partners that add value and enjoyment to humane education programs.
- Work closely with the Friends of MACC social media, events, and marketing teams to infuse humane education initiatives into various aspects of the organization.
- Communicate all questions and complications to Friends of MACC Board of Directors.
- Provide open communication and details around planned activities with the Friends of MACC board to keep the budget updated.
- Attend meetings and work sessions as scheduled.
- Maintain accurate records, contact information, updated presentation materials, and budgets for all aspects of the committee's work.
- Track hours worked and record monthly in order to articulate impact.
- Capture, organize and input contact information in CRM system

Qualifications/requirements:

- Have a passion for animal welfare and sharing humane education information
- Review and sign a Non-Disclosure Agreement and agree to the requirements of working within a Friends of MACC email address
- Ability to work with other event volunteers, key staff in a positive, professional manner at all times and keep track of all moving parts as they pertain to this position
- Proactively track and follow timelines and update them throughout planning process
- Be a self-starter who can troubleshoot and improvise (when needed)



- Have strong written and verbal communication skills and be able to proactively communicate updates, questions and issues within the local planning team and with Friends of MACC
- Be outgoing and personable, have the ability to reach out to new people and talk about humane education opportunities, and bring them onboard for various aspects of participation
- Have regular access to email, be able to monitor and respond to emails daily (or in the evening). Being responsive is a must!
- Have strong computer skills, which include the following: experience with Google Drive, Outlook and Excel, and the ability to learn new computer software programs
- Be flexible and able to roll with changes throughout the process is a key for success