

## **OPERATIONAL SUPPORT**

**ADOPTION CENTER/KENNEL GREETER:** Friendly faces and outgoing personalities excel!

- Welcome all guests into the adoption center or kennel with a warm smile and welcoming “hello”
- Communicate the safety protocols to guests and ensure that they have signed the waiver book
- Direct guests to their desired locations and answer questions regarding donations, adoptions, fostering, volunteering and surrendering a pet
- Offer BHS literature to guests and thank them for visiting

**ADOPTION COUNSELOR ASSISTANT:**

- Assist the Adoption Counselors in processing applications, data entry and adoptions.
- Assist staff and guests with donations, Bmore Humane Food Bank distribution and more

**PHOTOGRAPHER:** Amateur and professional photographers welcome for a variety of projects.

- From adoptive families to adoptable animal shots for social media, your pictures can make our social media pop
- At community and special events, we’ll look to you for those perfect pictures to document and share the excitement of the day

**SOCIAL MEDIA ASSISTANT:** Love nothing more than putting together that perfect mix of words and photos and sharing them with the world? Craft posts for Social platforms to tell our story

- Competent creative writing skills needed
- Canva experience required

**GRAPHIC DESIGNER:** Experienced designers needed for a variety of projects on a regular basis.

- Design and update flyers for shelter programs and services as well as event materials for use across multiple platforms
- Excellent Adobe InDesign and Canva experience required for quick turnarounds

**DATA ENTRY / DATABASE MANAGEMENT ASSISTANT:** Help needed for input and updating of contacts.

- Constant Contact experience helpful, but not required
- Input can be done remotely at times