



Community Engagement Specialist

Warrior Canine Connection – Boyds, MD

Warrior Canine Connection (WCC) has an immediate opening for a Community Engagement Specialist at our Boyds, Maryland Healing Quarters location. If you are passionate about working with volunteers in our community and have great people skills, this just might be your dream job!

WCC is a nonprofit organization with a unique and highly effective service dog training model we call Mission Based Trauma Recovery. In short, active-duty Service Members and Military Veterans with combat related stress are engaged to help us train Golden Retrievers and Labradors to be service dogs. By learning to train service dogs, these Warrior Trainers are given a chance to develop practical skills such as patience, positive reinforcement, emotional regulation, and effective communication skills, while simultaneously helping to prepare the dog to assist a fellow injured Veteran in the future. Our service dogs learn up to 90 commands during a comprehensive, two-year training process. After those two years of training, the dogs are professionally matched with a disabled Veteran who has mobility impairments or psychological injuries.

As a Community Engagement Specialist, you will work to bridge the gap between WCC and the community. This position is responsible for the day-to-day management and coordination of all WCC community outreach volunteer programs within the organization. This position supports relationships with businesses, individuals, and organizations interested in supporting WCC through their contribution of time and expertise.

This is a full-time position with some weekends and evenings required.

This is a job that will truly make a difference in the world, and in the lives of the individual Veterans and Service Members we work with every day.

What the job involves:

- Respond to general e-mail and phone inquiries to provide volunteer program information and application process.
- Maintain volunteer databases and scheduling platforms housed in Salesforce and on other cloud-based platforms.
- Maintain a roster of all Volunteers. Track and prepare reports regarding individual and group volunteer hours of service.
- Recruitment of new volunteers for multiple departments at all WCC program sites.
- Develop key relationships within the community to expand reach of the Puppy Raiser Program.
- Engaging with community members, leaders, and organizations to establish connections and build trust. This involves attending community events and engagement opportunities, meetings, and forums to better engage the communities in our mission.
- Provide onsite supervision for volunteers at WCC's Healing Quarters.
- Assist in the management of all volunteer committees and volunteer coordination, including but not limited to, staffing, recruitment, supervision, training, and acknowledgement.
- Develop and implement Volunteer Orientation, Training and Recognition programs in coordination with inter-departmental colleagues.
- Work with remote WCC locations to recruit, effectively utilize, and track involvement of volunteers at their respective locations.
- Coordinate participation of Puppy Raisers and Service Dogs in Training for a variety of events and public appearances, including conferences, fundraisers, and community outreach.
- Data entry



- Coordinating and updating multiple schedules and calendars
- Draft and edit documents, track documents from start to finish
- Coordinate with appropriate departments when additional supplies need to be ordered for your department
- Other duties as assigned and consistent with the above.

Required Experience, Skills, Background

- Bachelor's degree in communication, marketing, education, or another relevant field
- Experience in volunteer management and community engagement, preferably within a nonprofit or human services setting.
- Experience recruiting, training, and supporting volunteers; ability to foster engagement and build community among diverse groups.
- Strong interpersonal skills and leadership ability
- Strong written and verbal communication skills, with the ability to represent the organization positively to volunteers, community partners, and the public.
- Excellent administrative and organizational skills, including recordkeeping, scheduling, and managing multiple priorities with attention to detail.
- Ability to work both independently and collaboratively as part of a mission-driven team. Independent worker that demonstrates initiative and high-level task completion.
- Comfortable working with dogs
- Flexibility to work occasional evenings or weekends to support events or volunteer activities
- Valid driver's license for local travel for community events.

Desired Experience, Skills, Background

- Experience in event planning and coordination
- Familiarity with Salesforce CRM, Microsoft Office, and electronic file sharing applications
- Familiarity with military culture.
- Public speaking experience.
- Knowledge of nonprofit operations, community outreach, or event coordination.
- Skill in developing volunteer recognition and retention strategies.
- Experience tracking volunteer data, metrics, and impact reporting.

Compensation and Benefits:

Exceptional compensation package including salary, medical, dental, and retirement benefits for full-time employees.

Job Type: Full-time, on-site

Salary: \$45,000-\$50,000 annually, commensurate with experience.

To Apply:

To apply for this position, please provide a cover letter and resume to HR@warriorcanineconnection.org, Attention: Community Engagement Specialist.

Warrior Canine Connection is an equal opportunity employer. All qualified applicants will be considered without regard to race, color, religion, sex, age, national or ethnic origin, disability, or any other characteristic protected by law.