

MUTTVILLE

senior dog rescue



Position Title: Community Engagement Coordinator
Classification: Full-time, Exempt
Date: March 2026
Salary: \$72,000-\$86,000, depending on experience
To apply: Email cover letter and resume to jobs@muttville.org

About Muttville:

Muttville is a pioneering nonprofit dedicated to rescuing senior dogs, the most vulnerable population in the shelter system. As California's first organization focused on older dogs, we have reshaped public perceptions through education, outreach, and storytelling. Since 2007, we have saved more than 13,000 dogs.

Muttville brings joy and new beginnings to senior dogs and the people who love them. Our cage-free shelter provides a home-like, welcoming space where dogs relax, show their personalities, and connect with adopters. Our campus is a vibrant community hub where people come together to learn, volunteer, and share in the magic of senior dogs. Volunteers strengthen every part of what we do and are essential to our success.

Working at Muttville:

We foster an innovative, team-driven culture filled with optimism and a deep commitment to animals and the community. At Muttville, we encourage creativity, collaboration, and a supportive atmosphere where everyone's contributions are valued. We're dedicated to the well-being and success of both our team and the dogs we serve.

Position Summary:

The primary goal of Muttville is to save senior dogs and to that end, to change the way people think about and treat older dogs. The Community Engagement Coordinator is responsible for the development and implementation of community programs that support those goals. This includes community outreach events, cuddle clubs for seniors, humane education programs for youth, internship programs, and other opportunities that help the community engage with our work and mission. This position will strategically grow our humane education programs, internship programs and corporate group partnerships by defining program objectives that align with Muttville's mission. This includes determining a means for measuring and evaluating the impact of the programs.

Most of the programs are volunteer-powered, so this position will focus on guiding, mentoring, and coordinating volunteers to implement and assist with programs. The Community Engagement Coordinator will also work cooperatively with other Program Managers and the Donor Engagement Team where there is overlap.

- **Humane Education:** Lead the strategic growth of the Humane Education Program through effective curriculum development and implementation of updated SOPs. Develop volunteer teams to deliver age-appropriate programming, cultivate relationships with schools, student groups, and community partners, and recruit, train, and support volunteers. Respond to student requests and maintain accurate records to track program activities, outcomes, and impact.
- **Internship Programs:** Design, implement, and lead youth internship programs that support the organization's mission. Develop and maintain SOPs that support consistency and scalability. Coordinate and supervise interns and group activities for school, civic, and community partners, and complete required documentation and evaluations to support continuous program improvement.
- **Corporate Volunteer Groups:** Establishes standards, procedures, and volunteer team structures for corporate volunteer engagement, and exercises independent judgment to ensure corporate partnerships and volunteer activities align with organizational goals and fundraising strategy.
- **Seniors for Seniors & Community Outreach Events:** Partner and co-lead with the Community Engagement Senior Manager to support Seniors for Seniors programs, including scheduling, logistics, volunteer training, and co-developing new volunteer-led S4S activities at senior centers. Support outreach events by coordinating logistics, materials, event promotion, and volunteer training; manage event calendar postings and ensure events drive adoptions, engagement, and fundraising. Support with adoptions counseling and matchmaking as needed during events or onsite.
- **Adoptions Coverage:** Partner with the adoptions team to provide adoptions leadership on Sundays, supporting and guiding adoption volunteers and completing adoptions as needed.
- Other duties and responsibilities as assigned

Physical Requirements & Work Environment:

- This role is centered at Muttville's headquarters, with work often taking place at community locations. Muttville's headquarters is a vibrant, people-and-dog-filled environment, where staff work alongside colleagues, volunteers, and senior mutts every day. Success in this role requires comfort working in a dynamic setting while staying organized, thoughtful, and grounded.
- The typical work schedule for this role will be Sunday - Thursday. This role requires travel around the Bay Area, as well as evening, weekend, and after-hours work to support special events and other key activities. Flexibility is essential to accommodate event schedules and ensure the success of outreach efforts.
- Requires the ability to speak clearly and distinctly to groups inside, outside, in small and large spaces.
- Routinely uses standard office equipment.
- Regular exposure to free-roaming office and headquarters dogs with limited alternatives available.
- Subject to dog bites and scratches while handling dogs of questionable temperament.
- Physically capable of standing long periods, lifting 50 lbs., computer use, and operating Muttville's minivan.
- Exposure to disinfectant solutions.

Certifications and/or Licenses:

- Valid California driver's license, a favorable driving history, and proof of auto insurance.
- Ability to complete CA Child Abuse Awareness Mandated Reporter training within 30 days of hire
- Ability to complete Live Scan fingerprinting within 30 days of hire

Reports to:

- Community Engagement Senior Manager

Salary and Benefits:

- Muttville offers competitive salaries and a comprehensive benefits package for regular, full-time employees, including health, dental, and vision insurance; a 401(k) plan; life insurance; long-term disability; an Employee Assistance Program; paid time off; a FITNESS SF membership; and support for continuing education

Background Check:

- Employment is contingent upon the successful completion of a background check.

Commitment to Inclusion:

Muttville is dedicated to fostering an inclusive and diverse workplace. We encourage applicants from all backgrounds to apply.