



NMDOG *Rescue. Outreach. Education.*

UNchain My Dog
NMDOG Fencing Assistance Program
Program Coordinator
An Independent Contractor Position

GENERAL STATEMENT OF RESPONSIBILITIES

Under supervision of NMDOG Director and monthly reporting to the NMDOG Board, this position is responsible for coordinating the UNchain My Dog, NMDOG Fencing Assistance Program as an Independent Contractor.

This position will require 15-20 hours per week with room for growth. \$20 per hour. 5% increase for bilingual skills.

Must work weekends with a flexible schedule.

In-field working interview is required.

Paid training with NMDOG Director is required.

Please include resumé with submission.

Submission deadline is Wednesday, December 31, 2025.

ESSENTIAL JOB FUNCTIONS

Responsible for coordination of assessing and determining optimal dog and client fencing situation for chained dog to include paperwork and final approval of project, overseeing and completing the fence build, managing and coordinating volunteers, creating the fence build plan, organizing the loading and transportation of materials on designated days and times, communicate with client, follow-up with client, NMDOG Director and animal control as needed, provide all necessary photos required for the program, provide education and support to clients to improve the quality of life for the guardian and the dog.

Assist with developing long and short-range plans for the program; establish and implement management systems to effectively meet goals and objectives. Compile data and prepare reports on program progress, problem areas, and recommend changes to improve outcomes. Accurately and timely maintain all required records including submission to NMDOG Director as scheduled. Collaborate and communicate regularly with NMDOG Director.

Assist the public, animal control, and volunteers with general inquiries; ascertain nature of the inquiry, provide general information regarding the program, and refer to appropriate individual or provide assistance with guidance from Director.

Perform other duties as assigned.

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PERFORMANCE STANDARD

Contractor is expected to work effectively to meet the needs of the community and the organization through work behaviors demonstrating responsibility, professionalism, and the commitment to a dog's safety and quality of life NMDOG has exemplified for over fifteen years. Employee is also expected to lead by example and demonstrate the highest level of ethics.

WILLING TO LEARN

- General - Knowledge of federal, state, and local laws, codes, ordinances, policies, and procedures relevant to animal welfare to include custodial and remedial care, dog behavior and basic care.
- Public Relations and Communications – General knowledge of the principles, techniques and methods of public relations and communications.
- General knowledge of the proper methods and techniques of researching, preparing, and disseminating public information.
- Supervision – Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of volunteers or other NMDOG partners.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to effective animal safety, situational awareness, construction safety, and other work-related precautions.
- Customer Service – Thorough knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services and evaluation of customer satisfaction.

REQUIRED SKILLS

- Judgement/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with NMDOG director, volunteers, and board members, the clients and community, animal control, and other NMDOG partners.
- Computer Skills – Ability to use a personal computer, including email professionally and effectively.

REQUIRED ABILITIES

- Project Management – Ability to plan, organize, order supplies, inventory, and manage resources for a successful completion of specific project goals and objectives.
- Coordination of Work – Ability to establish and implement effective systems and procedures. Establishes priorities for the completion of work in accordance with sound time- management methodology. Performs a broad range of supervisory responsibilities over volunteers.

- Communication – Ability to effectively communicate verbally and in writing, to include the thorough completion of all paperwork, professional and courteous communication with guardians and the NMDOG Director, and presenting a wide variety of public relations materials. Ability to handle a variety of issues confidentially with tact and diplomacy.
- Basic Math – Ability to perform basic arithmetic and simple calculations.
- Basic knowledge of tools – Experience and comfort working with the traditional tools of construction including but not limited to a chainsaw.

ADDITIONAL REQUIREMENTS

Acceptable general background investigation to include a local and state criminal history check, sex offender registry check, and a valid driver's license with an acceptable driving record.

Must be experienced and comfortable loading, attaching, pulling, and detaching a flatbed trailer.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times sustained, performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, walking, running, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50+ pounds).

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, temperature and noise extremes, hazardous materials, bright/dim lights, toxic agents, animal/wildlife attacks, animal bites, disease, pathogenic substances, zoonoses, or rude/irate clients.

PREFERRED

Fence panel construction experience.

Basic knowledge and experience of dog behavior and safety.

Fluent in English and Spanish. Proficient in Spanish reading and writing.

RESOURCES PROVIDED FOR COORDINATOR

Cellphone for guardian communications and photos.

Truck and trailer.

All materials and tools necessary for a complete and professional project completion.

NMDOG email address.

NMDOG staff shirt

NMDOG credit card for gas, ordering supplies, and incidentals.

PROGRAM HISTORY

In 2010, NMDOG was created to free chained dogs from their tethered misery. While successfully doing that across the state, NMDOG expanded to work together with law enforcement on cruelty cases. Efforts have been focused on rescue, community outreach, education, rehabilitation, and placement. Additionally, NMDOG works with jurisdictions across the state before, during, and after the process of adopting zero tolerance, anti-tethering language into their animal welfare ordinances. Most relevant to this position, is NMDOG's long-term work in the field working collaboratively with guardians in an effort to educate nonjudgmentally about the dangers of chaining dogs and to improve the quality of life for dogs currently living at the end of their chains. We offer supplies that will help guardians get their dogs off the chain including fencing, doghouses, food, obedience training, or spay/neuter services and much more.

NMDOG is looking for a motivated self-starter passionate about making a hands-on difference in the lives of chained dogs to join our team.

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