



Puppy Raiser Coordinator

Role Description



The purpose of the Puppy Raiser Coordinator(s) is responsible for overseeing the operations, logistics, recruitment, onboarding, and ongoing support of the Puppy Raiser Program. This role leads recruitment efforts, manages applicant intake processes, supports current Puppy Raisers, and ensures program communication and resources remain organized and accessible. This position is a part of the Advisory Board and does not possess voting rights. Interested candidates should email a copy of their resume, brief description of interest to careers@illinisservicedogs.com.

Essential Duties and Responsibilities:

- Serve as the primary point of contact for all Puppy Raiser Program operations, logistics, and communications
- Manage and support current Puppy Raisers by maintaining regular communication, answering questions, and helping address program-related needs
- Coordinate Puppy Raiser recruitment cycles, including promoting the program, tracking interest, and initiating applicant intake
- Manage Puppy Raiser applications and communicate with applicants throughout each step of the intake process
- Follow up with applicants regarding application status, next steps, interviews, home visits, onboarding requirements, and training expectations
- Lead and support recruitment efforts for the Puppy Raiser Program, including creating flyers, supporting social media outreach, and organizing informational sessions
- Coordinate applicant interviews, home visits, and training sessions
- Collaborate with Special Projects Advisor to manage, update, and refine Puppy Raiser resources within the learning management system
- Maintain ISD communication standards through Slack, email, and Google Suite products
- Keep accurate documentation of applicants, accepted Puppy Raisers, training completion, and onboarding
- Identify opportunities to improve Puppy Raiser recruitment, onboarding, communication, and retention



Puppy Raiser Coordinator

Role Description



Required Qualifications & Skills:

- Experience using Slack, email, and Google Suite products (Docs, Sheets, Forms, Drive)
- Excellent written and verbal communication skills
- Strong interpersonal skills and the ability to work effectively with applicants, Puppy Raisers, board members, and volunteers
- Ability to manage multiple responsibilities, timelines, and follow-ups in an organized manner
- Excellent time management skills with a proven ability to meet deadlines
- Ability to take initiative, work independently, and take ownership of assigned responsibilities
- Ability to collaborate effectively in a dynamic, volunteer-based environment