



Applicant and Placement Coordinator

Job Description



The Applicant and Placement Coordinator(s) are advisory board members responsible for managing the placement application process, coordinating candidate interviews, and facilitating placement matching for graduating service dogs. This position will work closely with a wide variety of volunteers, including those on the Administrative Board, Executive Board, Training Advisors, and Primary Handlers, as well as placement recipients. This is a non-voting, volunteer position that will reside within the Advisory Board. Interested candidates should email a copy of their resume and a brief description of interest to careers@illiniservicedogs.com.

Essential Duties and Responsibilities:

- Maintain ISD communication standards and confidentiality of applicant and placement information
- Review incoming placement applications and communicate acceptance or denial decisions in a timely manner
- Maintain applicant records and provide periodic follow-up communication with accepted applicants
- Schedule and participate in applicant interviews
- Maintain organized records of candidates for upcoming service dog placements
- Facilitate placement discussions with Training Advisors for graduating dogs
- Collaborate with volunteers throughout the placement training process
- Coordinate follow-up check-ins with placement recipients and their service dogs after placement
- Assist with additional placement-related responsibilities as assigned
- Virtually attend advisory/administrative board meetings or provide applicable updates

Required Qualifications & Skills:

- Experience with Microsoft Office and Google product suites
- Excellent verbal and written communication skills with all levels of the organization
- Ability to maintain confidentiality and handle sensitive information professionally
- Strong organizational and recordkeeping skills

Preferred Qualifications & Skills:

- Experience interviewing, evaluating applications, or coordinating placements preferred
- Applicants should be willing to commit an average of 5–15 hours of volunteer work per month