



**Job Title:** Paws for PTSD Program Coordinator

**Job Status:** Full-Time, Exempt

**Reports to:** Vice President of Program

**Location:** Atlanta, GA

**To Apply:** send resume to [jon@dogsforbetterlives.org](mailto:jon@dogsforbetterlives.org)

**About Us:**

Are you passionate about making a positive impact on people's lives and have a soft spot for dogs? Look no further than Dogs for Better Lives (DBL)! As a nationally recognized nonprofit organization, DBL is dedicated to professionally training dogs to help people with disabilities and enhance their lives. Our mission is to create a lifelong commitment to all dogs rescued or bred and all people served, which is supported by our nationwide donor base. DBL is nationally recognized by Guidestar, Great Nonprofits, Charity Navigator (9 years with a continues four-star rating), Best of the Upper Cape 2022, Oregon Business' 2021 "Oregon Top 100 Best Nonprofits to Work For," and we are accredited by Assistance Dogs International (ADI). At DBL, we believe in empowering our employees to achieve our goals and serve our clients, dogs, and donors while embracing a work-life balance. As we continue to expand our organization and build upon our past successes, we provide ample opportunities for growth and continued learning. We are an Equal Opportunity Employer, and we welcome employees from diverse backgrounds who share our values. Join us and be part of an employee-driven team that strives to serve more clients while upholding our unwavering commitment to our clients, dogs, and donors.

**Benefits:**

The position is full time/exempt. We believe in taking good care of our employees and offer an excellent employer-paid benefits package which includes the following: medical, dental, vision, STD/LTD, basic life insurance, generous time off (flex/sick days, vacation, 10 paid holidays) while promoting mental health with our EAP plan.

**Job Summary:**

The Paws for PTSD Program Coordinator is responsible for carrying out the daily activities of the Shelter to Service Program. This includes sourcing and training dogs from partner shelter(s), working directly with foster families, assisting veterans in their training classes, and representing the program at community events. The coordinator ensures that every dog is prepared to meet the standards required to serve veterans and that each veteran receives ongoing support throughout the program.

**Program Coordination:**

- Represent DBL with professionalism and compassion while promoting the program and supporting veterans in alignment with DBL's mission and values.
- Build and maintain strong relationships with local partners, shelters, fosters and veterans.
- Ensure all dogs meet Assistance Dogs International (ADI) standards and are suitable for veterans with PTSD.

**Dog Sourcing, Training & Evaluation:**

- Identify and select suitable dogs from partner shelter(s).
- Train dogs using positive reinforcement and operant conditioning methods.
- Keep detailed records of each dog's progress, health, and behavior.
- Evaluate dogs before adoption by DBL to confirm readiness for veteran placement.

**Foster Family Support:**

- Recruit, train, and assist foster families who house Paws for PTSD dog candidates.
- Visit and guide foster families through daily training and care routines.
- Provide regular updates, feedback, and encouragement to ensure dogs progress well in foster homes.

**Veteran Training & Support:**

- Work with veteran service organizations to reach potential participants.
- Help coordinate the intake, matching, and training processes.
- Lead veteran training sessions with the support from and input of DBL leadership team.
- Provide ongoing canine support and follow-up to help veterans succeed with their service dogs.

**Community & Outreach:**

- Attend community and veteran events to represent and promote the program.
- Support adoption days, presentations, and public awareness activities.
- Build local relationships with shelters, volunteers, and organizations to strengthen program impact.

**Essential Requirements:**

- Enjoys building and maintaining relationships with staff.
- Successfully able to lead self and others through a process and adhere to timelines.
- Shares in the passion for the mission of DBL.
- Self-starter and independent but work collaboratively.
- Highly skilled in interpersonal and written communication.
- Respect and maintain privileged confidential information.
- Values continuous learning and seek ongoing training and development.

***Note: This is a job description, not an employment contract. This job description does not state or imply these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by management. DBL is an equal opportunity employer.***