



## **JOB ANNOUNCEMENT**

### **Coordinator of Clients and Community Paragon Service Dogs – Longmont, Colorado**

***Do you believe in the life-changing partnership between people and dogs? Are you passionate about building meaningful connections, supporting individuals with disabilities, and strengthening communities? If so, you may be a great fit for our team.***

**Paragon Service Dogs (Paragon)** is seeking a Coordinator of Clients and Community to join our dedicated team in Longmont, Colorado, at the gateway to the Rocky Mountains. Founded in 1978, Paragon is an Assistance Dogs International (ADI) accredited organization focused on creating and supporting exceptional hearing service dog and facility dog teams across the country.

Our mission is to empower individuals with disabilities through thoughtfully trained dogs, intentional matching, and lifelong support of each dog/handler team.

#### ***About the Role***

The Coordinator of Clients and Community (CCC) plays a central role in supporting clients and strengthening Paragon's connection to the community. This position guides clients from application through training and beyond, while also building partnerships, supporting program growth, and expanding our reach.

You'll work closely with clients, community partners, interns, and staff to ensure a high-quality, thoughtful, and supportive experience at every stage.

***We're looking for someone who brings both skill and genuine care to their work.***

#### ***Ideal candidates may have:***

- Experience in client support, intake, or case management
- Experience working with individuals with disabilities (d/Deaf or hard of hearing experience a plus)
- Strength in relationship-building, communication, and community outreach
- Experience with program coordination, internships, or community-based services
- Strong organizational skills and comfort with systems and follow-through
- MSW preferred; ASL a bonus

#### ***Qualities we value most:***

- Emotional intelligence and sound judgment
- Clear, direct, and compassionate communication
- Strong boundaries and respect for confidentiality

- Flexibility, patience, and integrity
- A collaborative, team-oriented approach
- Commitment to both human and animal well-being

**We know that the “perfect” candidate rarely checks every box. If this role feels like a strong fit for you—even if your experience looks a little different—we’d genuinely like to hear from you.**

### ***Key Responsibilities***

- Guide clients from application through training, matching, and ongoing support
- Develop and support strong client processes, communication, and follow-up
- Support successful dog/client matches and long-term outcomes
- Help expand and strengthen facility dog programming
- Build and maintain community partnerships and outreach efforts
- Develop and support Paragon’s internship program
- Represent Paragon through presentations, networking, and community engagement

### ***Life at Paragon***

Paragon is based on five peaceful acres in Longmont, Colorado, with mountain views and access to a vibrant, active community.

We value meaningful work, strong teamwork, and a sustainable pace. Our culture is collaborative, supportive, and grounded in respect—for our clients, our dogs, and each other.

### ***Benefits***

- Health insurance (75% employer paid)
- Dental and vision insurance
- Health Savings Account (HSA)
- 3% retirement match
- Generous vacation, sick, and holiday leave
- Life and disability insurance

### ***Learn More & Apply***

To learn more about **Paragon**, visit our [website](#). To view the full position description, visit our [employment page](#).

### ***To apply, please send:***

A cover letter sharing your interest in the role and your resume to: [carol@paragonservicedogs.org](mailto:carol@paragonservicedogs.org)

We are a small staff and are not able to take phone inquiries. We will follow up with candidates we wish to interview. Position open until filled.

### ***Equal Opportunity***

Paragon Service Dogs is an equal opportunity employer and is committed to building an inclusive and respectful community.