

Breeding Assistant

Part-Time | Eden Prairie, MN

Location Helping Paws Headquarters, Eden Prairie, MN	Employment Type Part-Time
Hours 20 hours/week	Pay \$24.00/hour
Reports To Assistant Director of Breeding and Training	Work Model On-Site
Schedule Day schedule TBD; Evenings, weekends, and on-call availability required for whelping	Start Date July 1, 2026

About Helping Paws

Helping Paws, Inc. is a nationally accredited service dog organization based in Eden Prairie, Minnesota. We train assistance dogs that empower individuals with disabilities, Veterans, and first responders - changing lives, one dog at a time. Our team is mission-driven, collaborative, and united by a love for dogs and a commitment to the people they serve.

The Opportunity

The Breeding Assistant supports the Assistant Director of Breeding and Training in the day-to-day logistics and operations of the Helping Paws Breeding Program. This role handles coordination, administrative tracking, supply management, and hands-on support for whelping and puppy care - freeing the Assistant Director to focus on specialized breeding work and supervision. It is a detail-oriented, relationship-driven role for someone who thrives in a fast-paced, mission-driven environment and is comfortable with the unpredictability that comes with working alongside animals and the people who care for them.

What You'll Do

Program Administration and Coordination

- Work with Programs office staff to update the Caretaker Home Manual as needed.
- Track semen collection at Inver Grove Heights Animal Hospital (IGH).
- Input new litters into Dog Tracker and the International Working Dog Registry (IWDR).
- Schedule volunteers for early desensitization and puppy training.

- Send information to staff and Caretaker Homes about puppy Behavior Checklists (BCLs) and add to calendar.
- File completed BCL forms in Dog Tracker and the IWDR; in collaboration with the Assistant Director, coordinate with Programs office staff and the Volunteer Coordinator on puppy go-home dates and volunteer details.
- Work with the Veterinary Coordinator to prepare and schedule vet visits for whelping homes and necessary equipment (microchips, wellness forms, probiotics, etc.).
- Coordinate with Programs office staff to order food for dam and puppies.

Whelping and Puppy Care Support

- Deliver whelping boxes and supplies to Caretaker Homes; coordinate with volunteers to assist.
- Inventory whelping supplies and flag needs for reorder.
- Assist with whelping under the supervision and direction of the Assistant Director.
- Rotate on-call whelping responsibilities with the Assistant Director as training and competency develop.
- Rotate weekly visits and supply drop-offs with the Assistant Director.
- Prepare and assist with puppy go-home logistics.
- Coordinate with staff to photograph new puppies and volunteers at send-off.
- Assist staff and volunteers with clean-up following events and whelping.

Team and Mission Contribution

At Helping Paws, no job exists in isolation. All staff are expected to approach their role with a mission-first mindset, stepping in wherever needed to support the organization, its dogs, and the people it serves.

What We're Looking For

Required

- Associate's degree in animal science, veterinary science, veterinary technology, or a related field.
- Minimum of 1 year of related experience.
- Strong organizational skills and attention to detail.
- Ability to coordinate across teams and meet time-sensitive deadlines.
- Comfort working in a fast-paced, mission-driven environment.
- Experience, competence, and sensitivity working with people with physical disabilities and people of diverse races and cultures.
- Computer skills including Microsoft Office, Google platform (Docs, Sheets), and ability to learn Dog Tracker and IWDR systems.
- Ability to work a flexible schedule, including evenings, weekends, and on-call availability as needed for whelping.
- Must have a personal cell phone, valid Minnesota driver's license, and reliable vehicle.
- Must exercise professionalism and maintain strict client and volunteer confidentiality.
- Comfortable working with and around people with disabilities.

Preferred

- Bachelor's degree in animal science, veterinary science, veterinary technology, or a related field.
- 2–3 years of direct experience in whelping or neonatal care.

- Prior experience with dogs, breeding, or animal care.
- Prior whelping experience, including difficult deliveries or neonatal puppy care.
- Familiarity with service dog organizations or assistance dog programs.
- Nonprofit work or volunteer experience.

Physical Requirements

- Regularly required to stand, walk, kneel, and work in varied environments including homes, veterinary facilities, and outdoor settings.
- Occasionally lifts and moves items up to 50 pounds (whelping supplies, equipment, and other as needed).
- Comfortable working in proximity to dogs of varying sizes, energy levels, and temperaments.
- Exposure to animal dander and moderate to occasionally high noise levels; appropriate accommodations available upon request.
- Must be able to respond to on-call whelping needs, including overnight and weekend availability.

Why Helping Paws?

- Be part of a nationally accredited service dog organization making a real difference.
- Play a hands-on role in the earliest days of a future service dog's life.
- Work alongside a passionate, mission-driven team that shows up for the dogs and the people they serve.
- Join a supportive, inclusive workplace where your work matters every single day.

How to Apply

Please send your resume and cover letter to hr@helpingpaws.org with the subject line "Breeding Assistant." This position is open until filled. We will review applications as they are received.

Equal Opportunity Employer

Helping Paws, Inc. is proud to be an Equal Opportunity Employer. We value diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, or any other status protected under applicable local, state, or federal law.

Helping Paws complies with the Americans with Disabilities Act (ADA) and will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship.