

Intake and Adoption Coordinator Position Opening



The Intake and Adoption Coordinator is responsible for the intake and adoption processes, including but not limited to promoting evaluating and assessing cats for intake, rescue pet matchmaking, application review, interviewing potential adopters, and using judgment to place the pet in the best, most appropriate home.

The Coordinator is to greet and assist rescue visitors, volunteers, and potential adopters in addition to overseeing volunteers working in the Fearless Kitty Boutique. The Coordinator will work with the Veterinary Technician in the initial assessment of cats being brought in for possible intake. The Coordinator will also monitor and screen online and telephone adoption/release requests, be responsible for data entry duties related to intakes and adoptions, and conduct follow-up contact with adopters.

Duties and Responsibilities:

- Working with a team of volunteers, monitor and respond to online and telephone inquiries regarding adoption and lost/abandoned cats, setting appointments for intake/adoption visits
- Working with the rescue Manager and Veterinary Technician to process intake of stray, “pulled,” and surrendered animals
- Conduct interviews with potential adopters and facilitate interactions between potential adopters and cats- observing interactions and suggesting cats appropriate for the potential adopter based on those interactions
- Assist interested individuals through the application, screening, and adoption process
- Provide behavior information and training techniques to adopters
- Educate adopters about proper pet care, needed supplies, and wellness protocols
- Process and finalize adoptions, including updating animal database records, photographing adoptions, and keeping records of adoption stories
- Follow up on adoptions once the animal has been placed in the new home
- Provide adoption and follow up information to volunteers and staff involved in website postings, social media, and adoption promotions
- Create data reports for purposes of grant reports and internal and external communications
- Work with and facilitate the work of volunteers in the Boutique

Qualifications

- Knowledge of animal behavior, health, handling, and characteristics of cats and kittens
- Effective verbal and written communication skills
- Skill and ability to use a computer and experience with data management
- Ability to lift 20 pounds
- Ability to use good judgment when working with the public, staff, and volunteers
- Ability to provide a positive experience for visitors, staff, and employees through a positive, outgoing, and professional attitude at all times
- Experience with rescue animals, especially cats and kittens, desired Work Schedule

Tuesday, Wednesday, Thursday: 10:30 am - 2:30 pm **Friday:** 4:00 pm -7:00 pm **Saturday:** 10:30 am - 3:30 pm

Salary \$10.50/hour, 20 hours per week

To Apply: send resume and references to: info@fearlesskittyrescue.org

Position open until filled