



Cat Coordinator

Full-time, Non-exempt position; *Reports to Director of Operations*

Position Summary

The Cat Coordinator is responsible for organizing the flow of cats through the shelter from their point of intake to adoption. They are responsible for overseeing all daily care, maintaining accuracy of information, and advertising cats for adoption. They will also assist in other areas of shelter operations as needed. This position requires a hard-working team-player with an open and friendly attitude and the ability to perform well under pressure.

Cat Care/General

- Oversee and ensure proper feeding, cleaning, and care of all cats in the shelter.
- Work closely with Director of Operations (DoO) on all policies and procedures as related to cat program
- Ensure a clean and healthy environment in all cat housing areas; provide guidance and support for Animal Care/Adoption Specialists and volunteers as required.
- Responsible for providing and ensuring every cat's behavioral/emotional needs are met to the best of organization's ability through individualized enrichment plans, behavior modification plans, and recommendations for foster placement to ensure reduced length of stay and appropriate care.
- Stay up-to-date on the health and behavioral considerations all of cats, communicating regularly with other staff members and medical services team to ensure accurate records and successful communication
- Monitor the health of the cats on an ongoing basis and report any concerns to the medical team.
- Ensure resident cats receive any daily medications as directed by the medical team.
- Work closely with DoO and medical team on euthanasia decisions when necessary
- Use ShelterLuv to record and document information and details about cats on a daily basis
- Occasionally acts as Supervising Coordinator (senior staff member on duty) as assigned in absence of DoO or other senior team members
- Other duties as assigned by management

Cat Adoptions/Promotions

- Responsible for creation of draft social media posts highlighting adoptable cats on a regular basis
- Participate in local TV/radio promotional activity regarding adoptable/soon to be adoptable cats upon request
- Facilitate adoption process in accordance with current policies and procedures; interact with adopters and support Animal Care/Adoption Specialists through cat adoptions as needed
- Take high-quality photos and video clips of shelter cats and upload to shared-drive database in timely manner for use in adoption profiles and marketing/fundraising materials
- Write cat adoption profiles and ensure all relevant medical and behavioral info is present and accurate prior to posting cats up for adoption.
- Ensure timely follow up with all cat adopters via email or phone
- Steward relationships with adopters as appropriate, reporting relevant developments and information to other departments as appropriate



Intakes/Transfers Management

- Assist the Intake Coordinator with maintaining and supporting intake and transfer relationships with other agencies/rescue groups
- Research options for alternative placement for cats when organization is not suited to meet their individual needs
- Work closely with Intake Coordinator to provide guidance/boundaries as needed surrounding cat intakes in accordance with considerations such as, but not limited to: shelter capacity for care, scheduling, and staffing

Foster/Volunteer Program

- Serve as an active member of the PARL Foster Team; identify foster cat candidates, provide relevant information to team, and assist with foster communications regarding cats in foster as required.
- Participate in training videos, foster/volunteer social media group posts, and other related items as requested and in direct relation to cat care at PARL

Requirements/Qualifications

- Two years of volunteer or work experience with animals preferred.
- Two years of volunteer or work experience with the public in a customer-facing position preferred.
- Bilingual in English/Spanish is a plus
- Practices humane and compassionate treatment of animals and people at all times.
- Promotes the safety of animals, other staff, and shelter visitors as a top priority.
- Knowledgeable about general cat behavior, training methods, and animal sheltering concepts.
- Willingness and ability to learn more about cat behavior, common issues and ways to address them in order to create good adoption matches and promote pet retention.
- Strong interpersonal skills; The ideal person for this job would be personable, patient, professional, and able to get along well with a variety of people.
- Exercises maturity and good judgment; remains calm in stressful situations and when dealing with the public, staff and volunteers.
- Detail oriented. Able to prioritize and perform duties efficiently and effectively with appropriate independence
- Communicates issues, concerns, ideas, and good news clearly and effectively with appropriate personnel
- Efficient computer skills; able to maintain and use a variety of applications for recordkeeping
- Experience in animal behavior, health, handling, & care in a shelter environment preferred
- Comfortable and able to work with animals of unknown disposition and those who may exhibit medical issues/aggressive tendencies and/or other problems
- Must be at least 18 years of age and have valid driver's license.

Availability & Rate

This is a full-time position (40 hours per week) with work scheduled between hours of 8am-5:00pm. Regular schedule may include one weekend day. Schedule includes some holiday/on call work.

Competitive hourly rate commensurate with experience, range is \$15-\$17/hour



Benefits

Benefits include sick/paid time off and professional development opportunity/funds; Benefits also include health, vision, and dental insurance at 80% paid by organization, and Simple IRA with company match (more details available upon request)

To Apply

Please send cover letter and resume to bnassef@parl.org

Position open until filled

Working Conditions

Work is performed in an animal shelter that operates seven days per week with exposure to animals, including some with questionable health and temperament concerns. Work conditions include exposure to high noise levels, zoonotic diseases, cleaning agents, and allergens such as hay and peanut butter. The person in this position needs to regularly move about the shelter. Regularly operates a computer and other office equipment (i.e. calculator, copier, and printer). Responsible for handling animals of all sizes in a variety of areas and positions (low cages, high cages, on tables, on the floor, in vehicles, etc.). Constantly communicates with clients, staff members and volunteers who have inquiries and must be able to exchange accurate information in these situations. Must be able to push up to 100 pounds and carry up to 50 pounds regularly throughout a normal workday. Occasionally moves animals weighing up to 75 pounds (i.e. through the shelter on leash or using other safe restraint and animal handling equipment, into and out of cages in the shelter, onto and off of exam tables). Working conditions include working outside in varying weather conditions, and frequent interruptions.

Equal Employment Opportunity

The Providence Animal Rescue League provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, military status, or any other category protected by federal, state, and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

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