



Friends of Oakland Animal Services

Job Title:	Foster Program Coordinator
General Purpose:	Under general supervision, is responsible for developing and administering the foster program for shelter animals
Location:	Oakland Animal Services 1101 29 th Ave Oakland, CA 94601
Job Classification:	Full Time, exempt
Reports to:	FOAS Board of Directors for employment matters OAS Director or his/her designee for daily job operational needs
To Apply:	Please email resume and cover letter to info@oaklandsanimals.org
Job Description	
<p>Job Duties and Responsibilities</p> <ul style="list-style-type: none"> • Recruits and trains foster care providers • Coordinates movement of shelter animals into and out of foster care; orders/provides supplies as needed • Assists with planning and conducting onsite and offsite adoption events • Coordinates and assists with veterinary care for animals in the foster program • Maintains regular contact with foster care providers; provides support for behavior and medical issues • Maintains meticulous records of animal care, status and location using the shelter database software • Provides regular reports to shelter management and the FOAS board regarding program status, successes and challenges • Other duties as assigned <p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> • Associates degree or equivalent from an accredited college or technical school • Familiarity by training or experience with basic animal care such as handling animals, vaccination, deworming, weighing and giving medications. Experience as a veterinary assistant or technician desirable. • Six months of experience working or volunteering with an animal care, rescue, or shelter organization • Valid Driver's License <p>Required Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Commitment to the mission, goals and success of Oakland Animal Services • Knowledge of basic animal health care and safe animal handling practices • Strong computer skills, including Microsoft Office and database systems • Ability to establish and maintain effective and cooperative working relations with the public and other employees. • Flexibility, adaptability, aptitude for effectively prioritizing multiple tasks and a strong work ethic • Ability to recognize symptoms of common animal diseases; ability to lift and handle cats and dogs (including large breeds). 	



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Working Conditions

- Primary work location in an animal shelter environment
- Exposure to loud noises in the kennel areas
- Potential for exposure to animal feces, blood, and zoonotic diseases
- Potential for exposure to animal bites and scratches
- Must be able to work a flexible schedule which may include evenings and weekends
- Must be able to tolerate the emotional aspect of work in an animal shelter environment, including the use of euthanasia

Compensation

- \$38 – 42k / year, DOE
- Paid Leave: Sick leave in accordance with state law, 10 days vacation and 8 holidays per year.