



Friends of Oakland Animal Services

Job Title:	Spay/Neuter Program Coordinator
General Purpose:	Under supervision, is responsible for: managing requests for FOAS free spay/neuter services and attending monthly spay/neuter events; providing general administrative support for FOAS including data entry and donor acknowledgements and support.
Location:	Remote and at spay/neuter event locations in Oakland
Job Classification:	15 hours/week; flexible hours. \$16/hour. Weekend hours required.
Reports to:	FOAS Program and Fundraising Director
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"> • Manages all requests from Oakland residents for spay/neuter support by responding to all phone and email inquiries, booking appointments, making confirmation calls, and mailing vouchers. Coordinator will provide customer support in both English and Spanish. • Explain the program and answer questions about spay/neuter surgeries and other basic veterinary services provided at FOAS spay/neuter events. • Represent FOAS at monthly spay/neuter events, providing assistance with animal check-in and pick-up and other duties as needed. • Provides regular reports to FOAS program director and board regarding program status, successes and challenges. • Enter donor data and oversee data syncs across platforms including Salesforce, Mailchimp, and Paypal. • Send email and mail acknowledgements to FOAS donors. • Provide snail mail support, including weekly post office runs, check delivery, and occasional envelope stuffing and larger mailings. • Other duties as assigned. <p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> • Ability to speak and write English and Spanish required. • Customer service experience preferred. Veterinary office experience desirable. • Demonstrated interest in animal care, rescue, or shelter organization. • Valid driver's license. • Associates degree or equivalent from an accredited college or technical school. <p>Required Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Commitment to the mission, goals and success of Friends of Oakland Animal Services. • Demonstrated high level of attention to detail and strong organization skills. • Strong computer skills, including Microsoft Office and database systems. Salesforce experience a plus. • Ability to establish and maintain effective and cooperative working relations with the public and other employees. 	



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- 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).

Working Conditions

- Primary work locations are remote and on-site at spay/neuter events. FOAS will provide a laptop; you must be able to provide your own internet access and cell phone.
- Must be able to work a flexible schedule, including early mornings, evenings and weekends.
- Exposure to loud noises on spay/neuter vehicles and/or during transport events.
- Potential for exposure to animal feces, blood, and zoonotic diseases.
- Potential for exposure to animal bites and scratches.