



Friends of Oakland Animal Services

Job Title:	Cat Programs Associate
General Purpose:	Support cat programs at OAS, focusing on cat/kitten foster and feral and free roaming cat programs
Location:	Oakland Animal Services 1101 29 th Ave Oakland, CA 94601
Job Classification:	Part time, hourly, non-exempt position
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"> • Schedule foster appointments (pick ups, vaccination, returns) • Support pick up/drop offs of fosters • Provide vaccinations for foster animals • Provide support for foster families via phone and email • Reply to inquiries about foster and feral programs • Stay updated on supplies for feral cat and foster programs • Facilitates feral cat adoptions and placements • Coordinates veterinary care for feral cats prior to placement • Provides post-adoption follow up and support for ferals • Interacts with/educates people who bring feral cats into OAS and/or complain about cats in their neighborhood • 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 • Experience with trap-neuter-return and facilitating feral cat placements • Familiarity with the local community of organizations working with feral cats • Familiarity by training or experience with basic animal care such as handling animals, vaccination, deworming, weighing and giving medications • One year of experience working or volunteering with an animal care, rescue, or shelter • 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 	



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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, including getting feral cats from cages to feral boxes

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

- \$18 - \$22 / hour DOE; up to 20 hours/week