



Friends of Oakland Animal Services

Job Title:	Adoption and Outreach Coordinator
General Purpose:	Improve the lives of animals in Oakland by facilitating on and off-site adoptions for animals from Oakland Animal Services, including at a Pet Food Express adoption center, and by managing outreach events to attract support for the shelter.
Location:	Oakland Animal Services 1101 29 th Ave Oakland, CA 94601
Job Classification:	Full time, 40 hours/week
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"> • Serves as liaison between OAS and Pet Food Express (PFE) • Manages volunteers at the PFE adoption center and fills in as needed • Oversees day-to-day operations at PFE, including cleaning, feeding and care of cats • In coordination with shelter staff, assists with selection of cats for the PFE center • Coordinates all necessary medical care prior to transfer to PFE • Facilitates delivery of cats to the PFE adoption center • Oversees adoptions from the PFE center • Provides training and support to volunteer adoption counselors at PFE and OAS • Interacts with potential OAS adopters to provide matchmaking and adoption counseling services, directly or by connecting them with volunteers • Follows up with new OAS adopters to provide advice and support, as needed • Markets and coordinates adoption of harder-to-place animals from OAS and its foster program • Facilitates adoption introductions at OAS during shelter closed hours • Facilitates adoptions at off-site adoption events • Keeps track of potential adopters so a right fit may be found for a strong adopter, and appropriate advice can be provided to an unsuitable adopter • Coordinates movement of shelter animals into and out of foster care; orders/provides supplies as needed • 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 • Experience with coordinating teams of either staff or volunteers • Experience as an adoption counselor and with providing post adoption support preferred 	

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- Familiarity with harder-to-place dogs and 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

Required Knowledge, Skills and Abilities

- 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 interact safely with dogs

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

- \$40,000 – \$44,000 per year, depending on experience. Select paid holidays and 15 days paid time off per year.