



## Friends of Oakland Animal Services

### Job Opportunity

Friends of Oakland Animal Services (FOAS) is hiring for two positions operating out of Oakland Animal Services: Foster Coordinator (primarily for kittens and cats) and Feral Cat Coordinator. These are both half-time (20 hour/week) positions. *Depending on experience and availability of interested candidates, FOAS is open to hiring one full-time staff person to fill both roles.*

Please note there is currently a half-time staff member who serves as a support to the foster program.

In your cover letter, please clearly specify whether you are interested in one or both roles. Please also indicate your general willingness to consider a half- or full-time position.



## Friends of Oakland Animal Services

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

## Friends of Oakland Animal Services

### **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



## Friends of Oakland Animal Services

<b>Job Title:</b>	Feral Cat Program Coordinator
<b>General Purpose:</b>	Under general supervision, is responsible for developing and administering a program for the return or relocation of feral cats who enter Oakland Animal Services
<b>Location:</b>	Oakland Animal Services 1101 29 <sup>th</sup> Ave Oakland, CA 94601
<b>Job Classification:</b>	Part time, hourly, non-exempt position
<b>Reports to:</b>	FOAS Board of Directors for employment matters OAS Director or his/her designee for daily job operational needs
<b>To Apply:</b>	Please email resume and cover letter to <a href="mailto:info@oaklandsanimals.org">info@oaklandsanimals.org</a>
<b>Job Description</b>	
<p><b>Job Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Markets Cats on Patrol program and field all inquiries</li> <li>• Facilitates feral cat adoptions and placements</li> <li>• Coordinates veterinary care for cats prior to placement</li> <li>• Provides post-adoption follow up and support</li> <li>• In coordination with shelter staff, identifies feral cats who can be released to their previous home</li> <li>• Coordinates with finders/neighbors or transfer partners for feral cat release</li> <li>• Interacts with/educates people who bring feral cats into OAS and/or complain about cats in their neighborhood</li> <li>• Works with feral cat feeders to promote spay/neuter and healthy colonies</li> <li>• Maintains meticulous records of animal care, status and location using the shelter database software</li> <li>• Provides regular reports to shelter management and the FOAS board regarding program status, successes and challenges</li> <li>• Other duties as assigned</li> </ul> <p><b>Qualifications and Education Requirements</b></p> <ul style="list-style-type: none"> <li>• Associates degree or equivalent from an accredited college or technical school</li> <li>• Experience with trap-neuter-return and facilitating feral cat placements</li> <li>• Familiarity with the local community of organizations working with feral cats</li> <li>• Familiarity by training or experience with basic animal care such as handling animals, vaccination, deworming, weighing and giving medications</li> <li>• One year of experience working or volunteering with an animal care, rescue, or shelter</li> <li>• Valid Driver's License</li> </ul> <p><b>Required Knowledge, Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Commitment to the mission, goals and success of Oakland Animal Services</li> <li>• Knowledge of basic animal health care and safe animal handling practices</li> <li>• Strong computer skills, including Microsoft Office and database systems</li> </ul>	



## Friends of Oakland Animal Services

- 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, 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