



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, attending spay/neuter events, providing general administrative support, and data entry.
Location:	Remote and at spay/neuter event locations in Oakland
Job Classification:	15 hours/week; flexible hours. \$18-21/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>Primary Job Duties and Responsibilities, PetFix Spay/Neuter Program:</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 spoken and written 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 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. • Administrative support, data entry, and record keeping for spay/neuter program. • Other program related duties, as assigned. <p>Additional Job Duties, FOAS Administrative and Fundraising Support:</p> <ul style="list-style-type: none"> • Additional hours may be available for candidate able to support general organizational needs, such as: <ul style="list-style-type: none"> • Enter donor data and oversee data syncs between Salesforce, Mailchimp, and Paypal. • Send email and mail acknowledgements to FOAS donors. • Pick-up mail/donations at PO Box and Oakland Animal Shelter, process donations, distribute mail. • 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. 	



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- 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.
- Flexibility, adaptability, aptitude for effectively prioritizing multiple tasks and a strong work ethic.
- 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, cell phone, and car transportation.
- 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.