



Friends of Oakland Animal Services

Job Title:	Animal Transfer Coordinator and Dog Foster Coordinator
General Purpose:	This position combines two part-time roles. The Transfer Coordinator facilitates transfers from Oakland Animal Services (OAS), the city's only open-admission shelter, to nonprofit adoption partners and other outside agencies. Incumbent will oversee the Oakland Animal Services transfer program to include cultivating relations with partner shelters, selecting appropriate animals for transfer and maintaining communication internally and externally about animals being transferred. The Dog Foster Coordinator is one of two employees responsible to place dogs in foster homes and provide necessary support to foster volunteers. Both roles focus primarily on large dogs who aren't doing well in a stressful shelter environment, requiring experience working with dogs with behavioral challenges.
Location:	Oakland Animal Services 1101 29 th Ave Oakland, CA 94601
Job Classification:	Full time, 40 hours/week
Reports to:	FOAS Executive Director for employment matters OAS Director or his/her designee for daily job operational needs
To Apply:	Please email resume and cover letter to kgoldstein@oaklandsanimals.org
Job Description	
<p>Job Duties and Responsibilities</p> <p>TRANSFER COORDINATOR</p> <ul style="list-style-type: none"> • Maintain and cultivate relations as well as serve as primary point of contact with partner shelters and transfer partners both in and outside of the Bay Area. • Build new shelter and transfer partnerships through outreach and networking. • Coordinate all transfer/transport details, including any veterinary scheduling, recruiting the help of staff and/or volunteers as needed. • Assist shelter staff with weekly population assessment to ensure timely process for transfers. • Provide regular outreach via e-mail and phone with transfer partners and partner shelters. • Maintain sharable database with photos, videos, and descriptions for animals needing transfer. • Coordinate with receiving partners on individual animals eligible for transfer by reviewing medical and behavior records, provide further dialogue as needed. Reach out to partners regarding animals in need of special assistance. • Perform data entry to maintain appropriate recordkeeping. This will include animal transfer statuses and partner interest. • Develop transfer program protocols and procedures. • Maintain transfer program statistics and reports. • Work closely with Shelter management. • Other duties as assigned. 	

DOG FOSTER COORDINATOR

- Recruits and trains foster care providers.
- Matches dogs needing foster with appropriate foster homes – understanding requirements for the dogs (behavior/medical) and capabilities of foster homes.
- Coordinates movement of shelter animals into and out of foster care; orders/provides supplies as needed.
- Coordinates and assists with veterinary care for animals in the foster program.
- Maintains regular contact with foster care providers; provides support for behavior and medical issues.
- 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.
- Supports dog foster enrichment and training programs (ie: play groups).
- Other duties as assigned.

Qualifications and Education Requirements

- Associates degree or equivalent from an accredited college or technical school.
- Familiarity by training or experience with basic animal care such as handling animals, vaccination, deworming, weighing and giving medications.
- Two years of experience working or volunteering with an animal care, rescue, or shelter organization.
- Experience working with large dogs (handling, basic training, understanding/identifying behavior issues).
- 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, safe animal handling practices, and defensive handling practices for dogs.
- Verifiable experience handling domestic animals, with an intermediate understanding of dog behavior preferred.
- Ability to recognize symptoms of common animal diseases.
- Ability to lift and handle dogs (including large breeds), lift and move supplies such as large dog crates, 50lb dog food bags
- Positive attitude with the ability to establish and maintain effective and cooperative working relations with the public, partner organizations, and other employees.
- Flexibility, adaptability, aptitude for effectively prioritizing multiple tasks and a strong work ethic.
- Strong computer skills, including Microsoft Office and database systems.
- Excellent organizational and communication skills.

Working Conditions

Friends of Oakland Animal Services

- 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

- \$21-23 per hour, depending on experience. Select paid holidays, 15 days paid vacation, plus sick leave per year. The FOAS Board has approved adding health benefits for staff beginning approximately October of 2021.