



Friends of Oakland Animal Services

Job Title:	Cat Foster and Working Cat Program Coordinator
General Purpose:	Under general supervision, is responsible for developing and administering the foster program for kittens and cats and the community cat relocation program
Location:	Oakland Animal Services 1101 29 th Ave Oakland, CA 94601
Job Classification:	Full-time, hourly, non-exempt position
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	
Job Duties and Responsibilities	
<u>Cat Foster Program</u>	
<ul style="list-style-type: none"> • Recruits and trains foster care providers • Coordinates movement of shelter animals into and out of foster care; orders/provides supplies as needed • Assists with planning and conducting onsite and offsite adoption events • 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 • Other duties as assigned 	
<u>Working Cat Program</u>	
<ul style="list-style-type: none"> • Markets Working Cat program and field all inquiries • Facilitates feral cat adoptions and placements • Coordinates veterinary care for cats prior to placement • Provides post-adoption follow up and support • In coordination with shelter staff, identifies feral cats who can be released to their previous home • Coordinates with finders/neighbors or transfer partners for feral cat release • Interacts with/educates people who bring feral cats into OAS and/or complain about cats in their neighborhood • Works with feral cat feeders to promote spay/neuter and healthy colonies • 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 	

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.
- One year of experience working or volunteering with an animal care, rescue, or shelter organization
- 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
- Experience with trap-neuter-return and facilitating feral cat placements
- Familiarity with the local community of organizations working with feral cats
- 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 dogs (including large breeds).

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

- \$21 - \$23 / hour DOE; 15 days vacation, 10 holidays, sick leave, health insurance (70% of premium), and optional 401k retirement plan