



Friends of Oakland Animal Services

Job Title:	Animal Transfer Coordinator and Return to Home 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 transfer role focuses primarily on big dogs, requiring experience working with dogs with behavioral challenges or who aren't doing well in a stressful shelter environment. The Return to Home Coordinator role focuses on strategies to help lost or stray animals get reunited with their families.
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 Tony@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. 	

RETURN TO HOME COORDINATOR

- Monitors all animals who come into the shelter as strays.
- Ensure OAS website is current with photos/information on stray animals.
- Ensure public-facing communication related to prevention of loss, reunification in the field, community assisted reunification and in shelter reunification is contemporary, actionable, and easy to understand/navigate.
- Develop lost and found pet resource guides.
- Coordinate and oversee community focused events such as microchip clinics, check a chip events, ID tag distribution, etc.
- Oversee volunteer support to assist in pet reunification and prevention strategies.
- Confirm best practices and strategies are fully utilized in all aspects of return to owner efforts.
- Research guardian info if a stray comes in microchipped.
- Monitor community resources for lost and found pets, such as PawBoost.
- Communicate status of effort to find guardians with shelter staff.
- Maintains meticulous records of animal status using the shelter database software.
- Provides regular reports to shelter management and the FOAS board regarding program status, successes and challenges.
- Coordinates volunteers who support efforts to reunite lost pets.
- 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 and handling animals.
- 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.



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- 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

- 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. Health benefits are available.