



Friends of Oakland Animal Services

Job Title:	Cat Foster and Working Cat Program Coordinator
General Purpose:	Under general supervision, shares responsibility for administering the foster program for kittens and cats and has primary responsibility for the working 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 Tony@oaklandsanimals.org
Job Description	
<p>Job Duties and Responsibilities</p> <p>Kitten/Cat Foster Program</p> <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 • 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 <p>Working Cat Program</p> <ul style="list-style-type: none"> • Markets Working Cat program and fields 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 complains 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
- Experience with trap-neuter-return and facilitating feral cat placements
- Familiarity with the local community of organizations working with feral cats
- 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

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
- 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; Nine select paid holidays, plus accrued vacation and sick time based on hours worked. Partial health benefits and 401k retirement plan also offered.