



## Pet Food Express Cat Care & Adoption Specialist

### Background

Animal Friends Rescue Project (AFRP) is a nonprofit organization located in Pacific Grove, Ca. It is the mission of AFRP to find good permanent homes for stray, abandoned and abused companion animals and to ending the pet overpopulation crisis through effective spay/neuter programs.

### Position Summary

**Position Title:** Cat Care & Adoption Specialist

**Reports to:** Operations Manager

**Position Type:** Part-time; Saturdays/Sundays; 6-10 hours per week

**Summary:** *The Cat Care & Adoption Specialist is responsible for overall cleaning (following written protocol) of the cat adoption room located in Pet Food Express Carmel. Facilitating adoptions, review of adoption applications, answering questions from the public. Also, organization, socialization/overall welfare of the cats.*

### Essential Functions

The essential functions listed below are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to be completed by the position:

### Responsibilities/Role/Duties

#### Cat Care:

- Clean condos, the cat enclosure, tools/supplies, general area (as detailed in our cat care cleaning protocol)
- Deep cleaning as needed (for example if there was a Ringworm outbreak)

- Feed and medicate (if needed) cats.
- Schedule new arrivals with fosters, the AFRP clinic, or PFE
- Monitor physical/mental well-being of cats; read cat's body language and act appropriately.
- Communicate with other AFRP staff for cats to be moved to a foster home/clinic (if ill), and not doing well.
- Socialize cats; provide playtime; exercise.
- Assess the temperament and personality of each cat; assess what type of a home would be ideal.
- Adhere to AFRP's policies/protocols
- Take pictures/videos as needed for social media.
- Assist with adoption events, and visiting hours when applicable.

#### **Adoption Specialist:**

- Answer questions from the public in a polite and professional manner
- Convey AFRP's mission, and adoption process to the public at PFE; answer specific questions about each cat.
- Prescreen adoption applications, and review applications with applicants.
- Inform applicants on the status of their application.
- Help match-make when possible.
- Facilitate meet and greets, and adoptions through Shelterluv; data entry in Shelterluv
- Provide adopters with supplies (such as food), and cat behavior resources when needed.
- Follow-up on adoptions; data entry in Shelterluv; upload adoption pictures
- Answer any questions adopters may have post-adoption.
- Communicate with other AFRP staff about adoption applications, questions, concerns.

#### **Additional Qualifications**

- High School Diploma or equivalent
- Prior experience directly working with cats is preferred.
- Strong written and verbal communications

- Ability to problem-solve, multitask, be proactive and face challenging situations in a calm and mature manner.
- Able to lift to 30lbs; stand up during shifts.
- Computer skills; email, data entry, social media
- Demonstrate maturity, good judgment, and professionalism.
- Valid CA Driver's License

### **Work Authorization**

Must be authorized to work in the United States.

### **Animal Friends Rescue Project is an Equal Opportunity Employer**

Animal Friends Rescue Project State and federal laws prohibit discrimination in employment because of race, color, national origin, ancestry, sex, gender (including gender identity and gender expression), religion, age, mental or physical disability, military or veteran status, medical condition, marital status, sexual orientation, pregnancy, or any other characteristic protected by federal, state or local law.

# **SUBMIT AN APPLICATION**