

The Feline Fix
Job Description – Foster & Adoption Coordinator

Job Title: Foster & Adoption Coordinator

Reports to: Executive Director

Job Type: Full-time (32 hours/week), non-exempt

Location: The Feline Fix facility in Commerce City, Colorado

Schedule: Wednesday – Saturday, 8:00 am – 4:00 pm

Salary Range: \$17-\$19 per hour, DOE

Benefits: Health, dental, and vision insurance, life/AD&D insurance, paid time off (vacation/sick days on an accrual basis plus additional paid holidays), and discounts on veterinary care.

General Position Description:

The Feline Fix promotes the health and welfare of underserved cats by providing affordable veterinary care and spay/neuter services and supporting community cat caregivers including those conducting trap-neuter-return. The Feline Fix is committed to education and outreach that advances the quality of life for feral cats and pursues collaborative efforts to address issues related to the vulnerable cat population. The Feline Fix also operates a foster and adoption program focused on rescuing, socializing, and finding adoptive homes for young feral kittens.

The Foster & Adoption Coordinator oversees all aspects of The Feline Fix's kitten foster, socialization, and adoption program including intake, medical care, adoption, and outcomes of all kittens and cats under the care of The Feline Fix. This role will also recruit, onboard, and oversee all volunteers that support the foster/adoption program, including foster parents, foster administrative volunteers and adoption counselors.

Adheres to The Feline Fix's mission: *"To champion the welfare of all cats, especially the most vulnerable."*

Principal Duties and Responsibilities:

Foster/Adoption Program:

- Recruit, train, mentor, and support foster/adoption program volunteers including foster parents, foster administrative volunteers and adoption coordinators.
- Prepare accurate and timely documentation of foster placements, foster kitten veterinary care, and monthly foster program reports.
- Develop and maintain foster care volunteer protocols, troubleshoot volunteer questions, and work closely with the clinic manager and The Feline Fix veterinary staff to ensure foster animal health throughout process.
- Facilitate relationships with local shelter/rescue partners and/or veterinary providers to coordinate foster kitten care, transfer opportunities, etc. Work directly with transfer partners, members of the community, and foster parents to coordinate the intake of kittens into the foster program.
- Coordinate the medical care of all kittens and cats in the foster program, including scheduling vaccine and spay/neuter surgery appointments.
- Manage and update online profiles for adoptable kittens and prepare adoption announcements for social media channels. Coordinate and execute offsite adoption events as needed.
- Conduct all onsite adoptions; fielding adoption applications, providing timely communication to adoption applicants, and providing necessary follow up contact.
- Ensure adherence to all policies and procedures associated with foster and adoption activities and modify or create new policies and procedures as needed.
- Maintain the foster kitten database (Shelter Luv) as well as accurate medical and adoption records.
- Adheres to PAFCA regulations and inspections, in partnership with the clinic manager.
- Performs annual foster home inspections, per PACFA guidelines (virtual and/or in-person).
- Lead the on-call rotation (after hours) program for foster volunteers to assist with urgent issues. Will serve as the on-call representative up to two weeks/month.

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Office Administration and Support –

- Assists in administrative functions including reception, check-in/out, answering phones, responding to general inquiries as needed.
- In partnership with the Executive Director, assist with marketing/fundraising projects related to the kitten program as needed. Prepare and edit organizational promotional and educational materials related to the kitten program.
- Work with the Executive Director and fundraising team to support special events, marketing, and outreach needs as needed.
- Responsible for cleaning the kitten room, kitten kennel, and ISO/Exam rooms when used. Stocks and maintains kitten supplies including litter, food, treats, toys, and other supplies.
- Rotating cleaning shift of the main common use areas.

Job Specifications:

Core Competencies

- Commitment to the mission of The Feline Fix and able to work with and around animals.
- Ability to multi-task while paying attention to detail; focused yet flexible.
- Exceptional customer service skills with internal (staff) and external (collaborators, clients, donors, volunteers, etc.) constituents.
- Confident written and oral communicator comfortable presenting to diverse groups.
- Proficient with Microsoft Office Suite. Ability to operate within multiple databases simultaneously required.
- Motivated, self-starter able to take initiative and tolerate high levels of activity and ambiguity.
- Professional and polished serving as a representative of The Feline Fix.
- Willingness to learn medical protocols and comfort with performing kitten care procedures required.
- Knowledge of feral/community cat issues and familiarity with others in the animal welfare community preferred.

Education and Experience Requirements:

- At least 1 year working in a role related to foster/adoption, shelter intake, and/or veterinary care required.
- Prior administrative and/or nonprofit experience preferred.
- Experience working with or coordinating volunteers preferred.
- Experience working with foster programs and/or conducting adoptions preferred.

Licensure and Certification:

N/A

Additional Information:

Work Schedule

This is a full-time position that requires weekend work, and occasional evenings. This position requires work every Saturday (non-negotiable). The foster and adoption coordinator is expected to be in the office during hours of operation.

Working Conditions:

This position frequently lifts 15-20 pounds and occasionally lifts up to 40 pounds.

This job description is not intended to be all-inclusive. The employee may be required to perform other related duties to meet the ongoing needs of the organization.

The Feline Fix provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, national origin, citizenship, marital status, parental status, disability, age, membership in any labor organization, political affiliation, creed, ancestry, gender, sexual orientation, gender identity or veteran status in accordance with applicable federal, state, and local laws. The Feline Fix complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.