



PAWS Rescue Outreach Coordinator (Part-time, 20hrs per week)

Job Objectives

The primary objective of the Rescue Outreach Coordinator at PAWS is to establish and maintain partnerships with rescue organizations, facilitating the transfer of animals in need. Below are the essential job functions and qualifications for this position.

Compensation: \$17.50-\$20 per hour.

Essential Job Functions

Rescue Outreach Coordination: 70%

Establish and nurture relationships with rescue organizations to facilitate the transfer of animals.

Collaborate with PAWS Leadership to assess the needs for rescue outreach and identify suitable animals for transfer.

Maintain effective communication with rescue partners, providing necessary information about animals and coordinating transfers.

Keep accurate records of rescue outreach activities, including the identification of animals, communication with partners, and successful transfers.

Adoptions and Foster Support: 30%

Review and respond to adoption and foster applications

Pre-screen applicants including completing home checks

Schedule and handle meet and greets between animals and potential adopters/fosters

Complete adoption paperwork and finalize adoptions. Provide training resources for adopters

Non-Essential Job Functions

May involve driving to coordinate pick up/drop off of animals or supplies for rescue events.

Support for adoption events as needed.

Qualifications and Education

High School degree required; some college experience preferred.

Minimum age requirement: 18 years.

2-3 years of experience in animal welfare, preferably in rescue coordination or related roles.

Ability to handle animals up to 100lbs for transport.

Knowledge of various animal behaviors, excellent customer service skills, and proficiency in computer usage.

Strong verbal and written communication skills, with the ability to effectively collaborate with rescue organizations and other stakeholders.

Willingness to learn, contribute ideas, and work independently.

Positive interaction with management, coworkers, volunteers, and the public