

PAWS Adoptions & Foster Coordinator

Job Objectives

The objective of the Adoption and Foster Coordinator is to enable the adoption of PAWS animals into forever homes and to support animals along their pathway through PAWS including placing animals in foster homes.

Essential Job Functions

Adoptions Management: 65%

- Gather information on the animal including medical, behavioral and other relevant observations to understand the ideal type of home environment for the animal
- Help create bios for the animals
- Post adoptable animals on relevant media and adoptions platforms, including Facebook, Instagram, and Petfinder. Facilitate Pet of the Week and other adoption promotions
- Review and respond to all adoption applications
- Pre-screen applicants including completing home checks
- Schedule and handle meet and greets between animals and potential adopters. Manage ongoing communications and interactions with potential adopters
- Complete adoption paperwork and finalize adoptions. Provide training resources for adopters
- Partner with medical and behavioral teams as necessary to schedule any post-adoption follow-ups
- Ensure all necessary adoption documentation is complete including updating shelter software and removing adopted animals from relevant media
- Track adoptions data and provide for reporting as requested
- Represent PAWS animals at adoption or other promotional events
- Reach out to rescue organizations, as determined to be appropriate, to seek transfers of animals

Foster Coordination: 35%

- Partner with PAWS Leadership to generate ideas for attracting additional foster families when needed
- Screen potential foster families to ensure fit with PAWS Foster Program. Understand types of animals who would best fit into the various foster homes
- Train fosters as needed, communicate PAWS foster expectations and policies, and provide supplies
- Partner with Animal Care Manager and Placement and Medical Services Manager to identify animals who would benefit from placement in foster homes pending adoption
- Place animals in foster homes and monitor ongoing well-being and progress.
- Respond to questions from fosters as needed

Non-Essential Job Functions

- May drive to pick up/drop off animals or supplies as needed and to adoption and foster events

Qualifications and Education

- High School degree required. Some college experience preferred.
- Must be at least 18 years of age
- 2-3 years animal welfare experience, preferably adoption and/or foster or behavior responsibilities, with kittens, cats, puppies, and dogs. Experience with other animals (e.g., rabbits, guinea pigs) a plus.
- Ability to handle animals up to 70 lbs for transport and adoption interactions.
- Knowledge of basic cat and dog behaviors and ability to explain these behaviors in a clear manner to potential adopters.
- Excellent customer service skills.
- Computer skills.
- Excellent verbal and written communication skills. Ability to communicate well with the public and private organizations
- Ability to collaborate and work effectively as part of a team.
- Willingness to learn and contribute ideas
- Able to work independently while completing tasks
- Other skills required:
 - Must interact positively with management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.
 - Problem solving based on data.
 - Promote and welcome a cohesive and inclusive work environment.
 - Ability to follow guidance as specified by PAWS leadership and PAWS Board.
 - Listen to feedback, collaborates with coworkers, and treat coworkers, volunteers, and guests with respect.