

Cat Adoption Coordinator

Working as part of a team and reporting to the Cat Adoption Manager, the Adoption Coordinator is responsible for introducing visitors to cats, interviewing potential adopters, and determining whether they are the right match for a specific cat at the Etobicoke Humane Society.

Responsibilities include:

- Promoting and recommending appropriate cats to potential adopters
- Interviewing adoption applicants and using judgment to determine whether applicant is a good fit for the animal, and meets our standards for adoption, including alignment with EHS policies
- Communicating/responding to potential adopters in a timely fashion to support the needs of the organization, their requests and the animals
- Collaborating with the foster care team and other teams at EHS to show foster cats to interested adopters
- Maintaining the adoption tracking system so that information on animals that are adopted is up to date. Ensuring data relating to adopted animals is input in a timely and accurate manner
- Taking the time to personally become familiar with the cats we have at the shelter
- Staying on top of emails and information available about our cats so as to find a fit for potential adopters
- Promoting a humane and caring attitude toward all animals and treating all animals with respect and compassion at all times.
- Working courteously and cooperatively with other teams and all volunteers. Treating people with respect, contributing to effective teamwork; fostering good public relations beneficial to the shelter and its programs.
- Communicating with the cat adoption team to provide any important information about potential applications (positive or negative feedback) in a timely manner
- Ensuring that all established policies and procedures are followed.
- Performing other duties as assigned.

Related competencies:

- Strong written and verbal communication skills
- Proficient in Microsoft Windows and office as well as Google documents
- Ability to work independently and also take direction as part of a team
- Affection for animals, concern for their welfare
- Familiarity with cats, knowledge of cat care and behaviour is an asset
- Must be at least 18 years of age

If interested, please email director.ops.programs@etobicokehumanesociety.com with the title of the position in the subject line and a copy of your resume.