



## **Intake Specialist – Part Time (Friday, Saturday, Sunday; 24 hours per week)**

### **About MEOW**

Established in 2000, MEOW Foundation is a cat-specific registered not-for-profit organization with a no-kill mandate. MEOW is the only organization in Calgary that offers three foundational programs.

- 1) Our Rescue and Adoption Program provides food, shelter and medical care to stray and abandoned cats in Calgary and facilitates their adoption into new, loving permanent homes.
- 2) MEOW also offers a subsidized Spay Neuter Assistance Program (SNAP) for Calgarian's in-need to assist with the cost of spay and neuter, and a
- 3) Trap Neuter Return (TNR) Program for feral cats.

Through our programs, we advocate for responsible, compassionate animal care and assist over 2500 cats each year.

MEOW is a well-respected member of the animal rescue and services community in Calgary and works closely with other local and Alberta based groups to change the lives and provide a future for abandoned and mistreated companion animals.

### **The Position**

Working under the direction of the Intake Manager, the successful individual will:

- Assist in the delivery of daily care to cats entering the MEOW Foundation Adoption Centre.
- Drive to and from veterinary appointments and foster homes.
- Set and pick-up humane traps.
- Receive food and litter shipments.
- Provide extra care to cats.
- Complete cleaning tasks.

The successful candidate will care deeply about the welfare of cats, is passionate about the goals, mission and vision of MEOW Foundation, enjoys working in the non-profit sector and is looking for a sense of personal fulfillment in the area of animal welfare.

### **Working Conditions**

This is a part time position: Friday, Saturday and Sunday. Flexibility to work evenings or holidays would be desirable.

Located at our Adoption Centre: working conditions require exposure to high levels of dust, animal fur, dander and animal waste, zoonotic disease, cleaning chemicals, wet floors, indoor and outdoor work, and aggressive cats.

On a daily basis this position requires the incumbent to sit, pull, push, crouch, stand bend, scoop, carry walk, kneel, reach overhead and lift up to 30 kg.

## Qualifications

- Experience in the animal care environment and non-profit sector (or similar).
- Knowledge of cat health, behaviour and disease prevention, plus safe protocol and administration of medications are all considered assets.
- Post-secondary education in animal care (or similar).
- Excellent interpersonal and communication skills working with all levels of the foundation, the public, and professionals (eg. Veterinarians and clinic staff).
- Attention to detail and accuracy.
- Diplomatic, patient, and confident to help resolve issues and communicate kindly and effectively with others.
- Highly developed cooperation and collaboration skills. Exceptionally organized.
- Compassionate, mature, thoughtful judgement and behaviour.
- A valid Alberta driver's license, an insured vehicle and a willingness to drive throughout Calgary.
- Computer literacy.

Interested candidates should submit their cover letter and resume to [careers@meowfoundation.com](mailto:careers@meowfoundation.com). Only candidates that are selected for an interview will be contacted

Further Information about MEOW Foundation is available at [www.meowfoundation.com](http://www.meowfoundation.com)