



# JOB OPPORTUNITY

## MEOW Intake Specialist – Part-Time

### The Role

We seek an individual who cares 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.

### 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 four 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.
- 4) Cat Food Assistance (CFA) is a temporary support program if you are in need of cat or kitten food.

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.

### Position Details

Working under the direction of the Cat 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.

### Benefits & Perks

- Work with a caring and knowledgeable team of staff and volunteers.
- Free parking.

- Health and Wellness Benefits.
- Staff and Volunteer discounts at the MEOW Thrift Shop and The Regal Cat Café (10% off branded merchandise).
- Personal and professional development opportunities.

### **Working Conditions**

This is a part-time position. **Shift coverage of 3 to 4 days per week.** As MEOW is a 7-day per week operation, flexibility to work evenings, weekends and holidays would be an asset.

Located at our Adoption Centre (35 Skyline Crescent N.E.): 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 regular 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.

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)

**Part-time hours: 24-32 per week, as needed**

Job Type: Part-time, Permanent

Pay: \$15.50 - \$16.50/hour pending previous experience