



Adoption Specialist (Cats) - Part Time

# JOB OPPORTUNITY

## The Role

We seek an individual who cares deeply about the welfare of cats, is passionate about supporting 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.

Reporting to the Director of Programs, this position is focused on achieving successful permanent adoptions.

## 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) Rescue and Adoption provides food, shelter and medical care to stray and abandoned cats in Calgary and facilitates their adoption into new, loving permanent homes.
- 2) Subsidized Spay Neuter Assistance Program (SNAP) for Calgarian's in-need to assist with the cost of spay and neuter.
- 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

- Aligned with MEOW policies, practices and procedures:
  - Review new applications.
  - Organize and conduct interviews and showings with potential adopters.
  - Facilitate placement of cats, and

- Complete all paperwork per file.
- Establish and adhere to all schedules for interviews and showings.
- Ensure all logistics and details are completed for the feline health insurance program.
- Maintain excellent and detailed adoption documentation.
- Respond to requests for information from the public and adopters in a prompt, efficient, and helpful manner.
- Monitor, respond to, and maintain the email box, phone lines, and voice mail box (daily, through both written correspondence and telephone discussions).
- Stay up-to-date on available cats through tracking logs and database details and summaries.
- Provide advice and support to adopters regarding cat care and behaviour.
- Conduct birthday party tours.
- Support the MEOW team at the adoption center with ad hoc and unplanned projects, duties, and facility tasks as needed (including cleaning, health and hygiene requirements).

### **Qualifications**

- Previous experience working or volunteering with an animal welfare/care organization (or similar).
- Superior communication skills – written and verbal.
- Excellent interpersonal skills working with all levels of the foundation, the public, and professionals (ie. Veterinarians and clinic staff).
- Good computer literacy and willing to learn new systems.
- Detail oriented, accurate, and takes pride in their work.
- Compassionate, mature, thoughtful judgement and behaviour.
- Ability to actively problem solve in a constructive and practical manner.
- Highly developed cooperation and collaboration skills and exceptionally organized.
- Diplomatic, patient, and confident to help resolve issues and communicate kindly and effectively with others.
- Value the contributions of all team-members and volunteers.
- Demonstrated success in customer service in the non-profit sector (or similar).
- Flexible approach to work styles with the public, team-members, and volunteers.
- Valid Alberta driver's license and use of own vehicle, with adequate insurance.

### **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.

**Job requirements and working conditions**

- This is primarily a desk job and the candidate must be comfortable working in a shelter environment and with animal body fluids, dirt and dust.
- Sunday through Wednesday – approximately 24 hours per week
- This is an onsite position working at the Adoption Centre.

Interested candidates should submit their cover letter and resume: [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)

Part-time hours: 24 hours per week

Job Type: Part-time

Salary: \$16 - \$17 / Hour