



AARCS
ALBERTA ANIMAL
RESCUE CREW SOCIETY

WANTED

IN-HOUSE ADOPTION COORDINATOR

Full-time (40 hours/week) 10am-7pm

Tuesday – Saturday (flexible)

Looking for an enthusiastic customer-driven animal lover to facilitate positive adoption experiences.

ABOUT US: ALBERTA ANIMAL RESCUE CREW SOCIETY is a registered non-profit charity located in Calgary, Alberta facilitating over 3000 animal adoptions each year. Our mission is *Changing Lives Through Kindness*. The adoption department is busy seven days a week. In order to accommodate adopters we are looking for a highly dedicated team player. The adoption team works closely with other departments within AARCS to share information, provide support, education and practical tools to ensure Adopters have a positive adoption experience. The department's aim is to find suitable pets for suitable homes with the ability to care long term for their new family member.

ABOUT YOU: Adoption Coordinators are a special breed of caregiver. Having both a love of people and animals, you are naturally optimistic, positive, friendly, approachable, and very customer service focused. At heart, you are a match-maker facilitating long-term relationships for the cats and dogs in our care. You are confident, open minded and non-judgmental with an intuitive ability to see possibilities. Your strengths include exceptional writing skills, above average computer skills and good understanding of both dog and cat behaviour. You love the art of balancing the needs, interests and preferences of people with just the right pet to suit their lifestyle. Your lifestyle allows you to regularly and consistently maintain a flexible work schedule to accommodate adopters. You are able to work evenings and weekend to accommodate the availability of potential Adopters and other calls.

ROLE: This role will compliment our current adoption coordinators by facilitating in-shelter adoptions for both dogs and cats. This includes arranging photographs for adoptable dogs and cats, writing profiles, entering profiles on the website, ensuring they are medically/behaviourally cleared. You will be responsible for meeting with potential adopters in shelter and finalizing adoptions. This role will also be responsible for over-seeing pet-adoption centres, managing movement of cats to and from pet adoption centres and assisting both dog and cat programs to ensure all available animals are listed for adoption with completed and up-to-date photographs and biographies.

POSITION REQUIREMENTS:

1. Genuine interest in animal welfare with good understanding of dog and cat behaviour.
2. Exceptional capacity to work closely and collaboratively with all departments.
3. Highly developed cooperation, collaboration, problem-solving and negotiating skills.
4. Highly motivated self-starter with impressive organizational, time management and attention to detail skills.
5. Customer service experience with a fierce ability to develop positive rapport with a diversity of people with different backgrounds and personalities.
6. Moderate to advanced level of software proficiency in Excel, Google Docs, databases and Wordpress.
7. Exceptional writing skills for developing creative biographies for the animals.
8. Able to set priorities, including juggling several cases at once.
9. Requires minimal supervision yet remains highly accountable for reporting.
10. On-call rotation every eight weeks.

Apply Now: Qualified candidates should forward a cover letter speaking directly to the requirements list with an attached resume to Deanna Thompson, Executive Director before midnight January 16th, 2019 at Deanna@aarcs.ca

AARCS is an equal opportunity employer. We invite all suitable candidates to forward their application in confidence. We regret that only the best qualified candidates will be contacted for screening. Thank you in advance for your interest.