



Position: Adoptions Coordinator
Reports to: Communications Director

Responsibilities: This position is the champion for finding permanent homes and temporary foster homes for all animal residents of Pasado's Safe Haven through proactive community outreach, unique partnership development, regular social media engagement, creative promotions, and events when appropriate. This position requires someone creative and outgoing, who is an excellent communicator and extremely organized. This position also manages all Gift Shop transactions. Customer service outlook is a must!

Adoptions (80%):

Animal Placement Management

- Respond to, log and process all adoption/foster inquiries in a timely fashion; Work closely with animal caregivers to facilitate professional and successful adoption process.
- Ensure adopters leave with a complete copy of the animal's file and provide appropriate follow up
- Ensure animals to be adopted/fostered have received appropriate vet checks in advance of pick-up by person.

Animal Visibility

- Create unique and compelling content to help promote each animal.
- Write engaging personality profiles for each animal available for adoption to be used on website profiles and social media
- Proactively reach out to other organizations that can help increase visibility for all animal species available for adoption.
- Identify new ways to gain visibility for Pasado's Safe Haven animals and improve program overall.

Information Management

- Provide a monthly progress-to-goal report of all fosters and adoptions
- Maintain complete, accurate and organized files of all animals – *beginning when the animal enters the sanctuary and ending after follow up call has been placed after an adoption*
- Ensure all animal profiles on Petfinder.com are complete, accurate and continually refreshed with new information and photos

Gift Shop (20%):

- Process/mail all online Gift Shop orders
- Manage Gift Shop inventory

- Unpack and display new merchandise
- Staff Gift Shop during events
- Support Communications Director in developing optimal product mix

Required Skills/Qualifications

BA degree required. Minimum of 1 year experience with client/customer-facing job
Must be proficient in Microsoft software products

The best candidate will be:

- Passionate about animal welfare (experience in animal adoptions is a plus)
- An excellent writer and effective verbal communicator
- Social media savvy – able to use social media as a strategic promotional tool
- A “people person” – comfortable engaging 1:1 and in groups of all sizes
- A strategic, creative thinker who can execute effectively
- Detailed oriented and comfortable working with spreadsheets
- Able to successfully manage multiple projects/tasks simultaneously
- Optimistic, solution-oriented and undaunted by a challenge
- Respectful, compassionate and patient with animals, volunteers and co-workers

Employment:

- **Hours of work:** This job is full-time.

Send resume and cover letter to Wendy at WendyO@pasadosafehaven.org