

Job Posting

Paws4ever

Title

Adoption Center Assistant Manager

Supervisor

Adoption Center Manager

Purpose

Do you love animals? Join the team at Paws4ever and find an engaging and fun work environment with great opportunities for growth and skill-building in the animal care field. Paws4ever is an animal adoption center, dog training facility and Legacy Care Residence in Mebane, North Carolina, and we are seeking a dedicated, organized, and compassionate individual to serve as Adoption Center Assistant Manager. Paws4ever is the only guaranteed-adoption sanctuary in our area, with a capacity for 18 dogs and 48 cats. We partner primarily with county shelters to rescue and care for animals in need. We offer training, socialization, and enrichment for our animals, and ultimately we work to match each pet with his/her forever family.

This position is full-time. Primary duties include:

- Direct Animal Care – Oversee all aspects of animal care including: ensure provision of basic daily feeding, care and grooming; track and administer vaccines and medications; conduct regular medical assessment of animals; update medicates, diet, placement or plans as needed; thoroughly clean kennels, cat rooms and public spaces
- Animal Intake – With Adoption Center Manager, conduct temperament tests as needed; pull appropriate animals from county shelters; oversee animal intakes and returns
- Assessment – Assess animal behavior weekly and update care plans and profiles as appropriate; work with expert to develop and implement behavioral plans; ensure staff and volunteers are aware of and understand how to properly follow plans; identify opportunities for socialization and enrichment; facilitate meet and greets between owner dog and potential adoptive dog as needed
- Adoptions – Manage the adoption process from initial meeting and paperwork through follow up; prepare adoption kits; help train/manage volunteers to serve as adoption counselors
- Guest Services – Provide helpful and pleasant customer service. Greet all guests and provide tailored customer service based on the reason for their visit; ensure all visitors, including volunteers, follow proper safety policies and procedures; answer the phone and respond to email inquiries; assist our communications department with animal promotion by documenting adoptions through photography and writing
- Staff Management – Assist with staff training as needed or requested; help lead and educate animal care staff; oversee animal staff while on duty/in Manager's absence
- Administration & Special Projects/Events – Create and manage animal records in paper and electronic format, utilizing organization database; process adoptions accurately and in a timely manner; process payments and donations accurately; oversee general appearance of Adoption Center

Qualifications include High School diploma and 1 to 2 years of experience in vet, shelter, or other animal care field or similar field or equivalent combination of education and experience. Evenings and weekends required (typical schedule is Tuesday-Saturday 11am to 7pm). The successful candidate will have strong direct animal care experience, including a working knowledge of medications, vaccinations, animal behavior, socialization and dog training. Must have knowledge of and ability to work with all breeds and sizes of dogs and cats. Must have reliable transportation and a valid NC driver's license. Must have sound written and interpersonal communication skills, be attentive to details and self-motivated. Must be familiar with Microsoft Office Suite and have the ability to learn and utilize new technologies. Must be able to prepare and maintain accurate administrative records.

Customer service experience, experience working with volunteers and database systems, and graphic design skills are a plus. Must be able to move/lift 50 lbs., bend frequently, and stand throughout the workday. Salary range is \$10-\$12/hour.

Working Conditions: Work is performed in a kennel/shelter setting. Exposure to disinfectant solutions and zoonotic diseases possible. Subject to animal bites and scratches while handling or working around animals.

To Apply:

Applications accepted until position is filled. To apply, submit resume and cover letter to jobs@paws4ever.org and specify "Adoption Center Assistant Manager" in the subject line.