

Cat Foster Adoption Advocate Volunteer Position

DESCRIPTION

This position works with the foster parents to ensure that they are putting their foster cats' "best face forward" with good photos, a good bio, and if possible an engaging video. They will also ensure that appropriate foster cats will attend adoption sites and special events and that cats that can not attend events are getting the additional marketing needed to find an adoptive home. They will identify any issues that may be keeping long stay foster cats from getting adopted and explore new opportunities for marketing through advertising, social media, and others.

Among the unique challenges posed by the growth of a cat foster program, it can be difficult for foster cats to find homes as they don't have the same visibility as cats that are in the shelter and out at adoption events. The Cat Foster Adoption Advocate supports these goals by providing foster parents extra support to help them find loving homes for their cats.

WORKING RELATIONSHIPS

The Cat Foster Adoption Advocate reports to the Cat Foster Manager.

The Cat Foster Adoption Advocate will develop and oversee the Cat Adoption Events volunteer team Lead role.

This position works closely with foster parents, other Cat Foster Team members, the Cat Marketing team, the Cat Adoption Team, the APA! Development team, the APA! Volunteer Coordinators, and the Cat Matchmakers, as needed.

DUTIES AND RESPONSIBILITIES

- Planning and helping to run at least one weekly adoption event and other opportunities for foster cats to be seen in the community, and increase the number of adoption events we are capable of sustainably hosting
- Establishing and overseeing a volunteer Events Team to assist with supply transport, event operations, and other necessary tasks,
- Working with the Cat Matchmaker Team Lead to provide information on longstay foster cats and assist with matchmaking these cats with potential adoptive homes
- Improving the marketing of foster cats to increase their adoption rates,
- Working with the foster and the Cat Marketing team to ensure that foster cats are represented with the most effective marketing, including promotion-oriented photos and bios
- Working with the fosters to ensure that foster cats are attending appropriate adoption sites and events, if able
- Tracking and sharing stats on performance with the Development Team in regards to the increased number of foster cats being adopted and providing photos and stories to the grant writers upon request

REQUIRED QUALIFICATIONS

- Internet and phone access and familiarity with Gmail and other Google Suite products
- Excellent verbal and written communication skills
- Excellent time management skills and proven history of ability to work successfully remotely or in an otherwise independent setting
- Hands-on experience handling cats and kittens in a shelter or rescue setting preferred

- Marketing experience encouraged
- Experience building and supporting volunteer teams in a non-profit setting encouraged
- Experience with the APA! adoption processes and the Cat Foster Program encouraged

PHYSICAL JOB REQUIREMENTS

- Must be able to routinely lift 40-50 pounds
- Must be comfortable interacting with cats in enclosed spaces for 6-8 hours at a time
- Must be comfortable interacting with cats of various health conditions, including cats with potentially zoonotic conditions
- Must be comfortable interacting with cats of various temperaments, including under- or unsocialized cats.

EXPECTATIONS

- Contribute to the success of Austin Pets Alive! by building a sustainable weekly cat adoption event schedule, assisting in the reduction of length of stay for foster cats by supporting their marketing and adoption, and identifying challenges and solutions for long-stay foster cats.
- Support the mission of Austin Pets Alive! to end the unnecessary death of shelter cats in Austin and the surrounding region.
- Must embody APA!'s core values of innovation, respect, drive, resourcefulness, and inclusion
- Commitment to APA!'s customer experience expectations
- Willing and committed to working well with volunteers and staff in all roles
- All volunteers are expected to uphold by APA!'s Core Values when present on grounds and representing APA! publicly.

TIME COMMITMENT

Approximately 25 hours per week, year-round. Nights and weekends around event schedule.

LOCATION

- 70-80% - Offsite/Remote Position (telecommuting)
- 10-20% - At catteries and events, as well as working with community partners to expand event and adoption opportunities.
- <20% - Travel to other locations as needed

Please note, all volunteer positions are unpaid and do not qualify for employee benefits.