

Cat Marketing Team: Special Needs Cat Marketing Volunteer Position

DESCRIPTION

One of the things that makes Austin Pets Alive! special is it's special cats! Keeping our city No-Kill relies heavily on saving the homeless pets who need us the most. Among them are FeLV positive, diabetic, or living with a condition that requires extra care.

In this position, create reports from our database, update our main spreadsheet and add pre-written blurbs to our special kitties' profiles online to help them find an adopter!

WORKING RELATIONSHIPS

This position reports to the Cat Marketing Manager.

This position works with other Cat Marketing Team volunteers.

DUTIES AND RESPONSIBILITIES

- Using shelter software, email, and GoogleDocs, update feline profiles to include pre-written verbiage on the cat's special need/s

REQUIRED QUALIFICATIONS

- Access to email and internet
- Experience with spreadsheets, Excel, and/or Google Docs.
- Able and willing to adhere to confidentiality protocols

EXPECTATIONS

- 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

Varies. 1+ hour per week, depending on the number of special needs cats saved. This update is completed weekly. Volunteers are requested to commit to a specific day(s) of the week to help manage workflow.

LOCATION

Offsite/Remote Position (telecommuting)

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