



Do you love cats, understand cat behavior, and enjoy working with people in emotionally charged, challenging circumstances? Do you want to save cat lives and solve problems? If you not only said "yes", but "Heck yes - that's me!", you will love this exciting opportunity at nationally known and respected Cat Depot!

This multi-functional position's goal is to coordinate the intake of cats in a timely manner that maximizes Cat Depot's mission, supports the community, educates cat owners and advocates, and maximizes the health and safety of cats and kittens. The Intake Specialist receives phone calls from the public, and understanding the resources of the organization, coordinates the intake of personal and stray cats for intake into the Cat Depot adoption program. An important responsibility of this position is providing callers and patrons with additional resources and alternatives available, using a non-judgmental and compassionate approach, to keep cats in their homes and decrease the number of cats being surrendered. The Specialist works with other humane organizations and local rescue groups to increase live release rates in the community, proactively manages and maintains transfer partner relationships, and tracks and reports cat history, and intake data. This position is occasionally involved in TNVR as needed to save lives, and coordinates the cleaning and care of rescue vehicles used.

Requirements

- Outgoing, ultra-helpful, people person
- Adept at evaluating cat behavior and educating the public on techniques and resources for placing cats with consistently positive, strong communication and interpersonal skills
- Able to work with various employees and teams in a congenial, kind and support manner
- Effectively utilize and support valuable volunteers when appropriate, in meeting Cat Depot's changing needs
- Have amazing people skills, and be able to communicate professionally and supportively in highly charged and emotional situations.
- Able to make rational decisions in stressful situations
- Ability to multi-task effectively, follow directions, and share ideas
- Possesses a working knowledge of feline medical conditions and treatments
- Flexibility to work changing days and hours as needed to accomplish specific goals and objectives at hand
- Open to new ideas and change; endlessly optimistic
- Loves to teach
- Bachelor's degree, and veterinary experience is preferred. Shelter/rescue experience required.

If this sounds like you, we'd love to meet! **To apply, send resume and cover letter for consideration to dianad@catdepot.org with subject line: Intake Specialist.**

Compensation based on experience. Excellent benefits package.
Check us out at www.catdepot.org