



JOB TITLE: **Foster Liaison / Data Entry**
FULL TIME/PART TIME: **FULL TIME**
REPORTS TO: **Shelter Supervisor**
LOCATION: **ATLANTA, GA**

POSITION SUMMARY

The foster liaison is primarily responsible for coordinating appointments and information from our team to our volunteer fosters. Furkids helps save hundreds of animal lives every month, all of which have medical records that need to be updated and input into our systems. This position will be dealing with animals, but primarily our volunteers who help oversee their care.

Qualifications

- 3+ years' experience in an office or customer service role.
- Proficient in Microsoft / Google applications.
- Clear and concise communicator with an organized mind-set.
- A self-starter, problem solver and ultimate team player.
- Analytical and multitasking skills.
- Creativity and willingness to try new approaches and receive constructive feedback.
- Able to work with the Furkids team as a positive member of the organization
- Animal and/or non-profit experience a plus.

Duties and Responsibilities

Data Entry

- Enters medical records for new intakes
- Registers new partners in ShelterLuv (new sources, destinations)
- Updates software with location/status changes as requested by Foster Home Manager
- Generates and audits reports for team as needed.
- Creates and submits daily adoption report for partners.

FOSTER HOMES

- Schedules combo testing, vaccine appointments for cats in foster by location
- Manage foster home inspections (schedule twice per year, check for completion, update Google Doc, print and document)
- Meets with new/existing fosters for drop off, pickup of cats, and supplies and maintains inventory of supplies
- Monitors foster email account and provides support

SURGERY

- Is post-surgery point of contact for adopter/foster pickups from 3p-6p
- Assists medical team to clean and reset cages after movement to foster.



-Assists in entering surgery records in SL; emails adoption records to adopters

TRANSPORT

- Review incoming paperwork from sources to ensure criteria met; scan and attach to individual animals' records in ShelterLuv.
- Enter medical, create health certificates and final paperwork for transport
- Transfer cats to in system to destination shelter, back to origin, or within Furkids
- Helps load van and clean cages

Location and Hours:

- The Placement Assistant works primarily at the Furkids Headquarters location and will visit other Furkids locations as needed. This position will involve interaction with shelter animals.
- This is a full-time position, requiring office hours of 8:30 am – 5:30 pm. Four weekdays and Saturdays.

SALARY & BENEFITS

- The Placement Specialist salary is commensurate with experience, and is within the range of \$15.00 – \$17.00 an hour.
- Our employee benefits package includes health and dental insurance, two weeks paid vacation a year, paid holidays and personal days off. As well as participation in the company's 401K retirement plan.

Thank you for your interest in pursuing a rewarding career at Furkids Animal Rescue and Shelters. Please direct all inquiries to Robbin Yeager robbin.yeager@furkids.org

About Furkids:

Furkids, headquartered in Atlanta, GA, is a 501c3 nonprofit charitable organization that operates the largest cage-free, no-kill shelter in the Southeast for rescued cats and Sadie's Place, a no-kill shelter for rescued dogs. The Furkids mission is to rescue homeless animals, and provide them with the best medical care and nurturing environment while working to find them a forever home. Furkids saves 5,000 animals each year with more than 50,000 animals rescued since its founding in 2002. Approximately 600 animals are in the Furkids program today, in the Furkids shelters, 10 PetSmart and Petco adoption centers, and more than 550 foster homes within the Atlanta area. For more information about our volunteer opportunities and programs, visit www.furkids.org.