



JOB TITLE: Foster Vetting Coordinator / Data Processing – Intakes & Movements

FULL TIME/PART TIME: Full Time

REPORTS TO: Medical Director

LOCATION: Headquarters – Giaquinto Medical Center & Sutherlin Dog Shelter
5235 Union Hill Road, Cumming, GA

Pay: \$19 hourly

POSITION SUMMARY

Furkids is seeking a detail-oriented and compassionate Foster Vetting Coordinator / Data Processing team member to support the daily medical and operational needs of animals in foster care and shelter environments. This position plays a critical role in coordinating foster vetting appointments, processing intake information, and assisting with animal movement logistics across Furkids facilities.

The ideal candidate is highly organized, comfortable communicating with foster families, able to manage data entry and scheduling responsibilities efficiently, and passionate about supporting homeless animals through accurate and timely coordination. This position is primarily Monday – Fridays.

REQUIRED QUALIFICATIONS

- Strong organizational skills and attention to detail
- Comfortable communicating professionally with foster families, staff, and volunteers
- Experience with scheduling, data entry, or administrative coordination preferred
- Comfortable working around cats and dogs of various sizes and temperaments
- Reliable, team-oriented, and proactive, with a Passion for animal welfare and alignment with Furkids' mission

PRIMARY RESPONSIBILITIES

- Run daily reports for cats and dogs in foster homes who are due for veterinary care
- Coordinate and schedule foster vetting appointments for cats in multiple locations
- Schedule foster vetting appointments and heartworm treatments for dogs in foster care
- Communicate with foster families regarding upcoming medical appointments and needs
- Assist staff with overflow cat intake paperwork and administrative processing
- Coordinate and process dog/cat movements to shelters

BENEFITS

Health insurance / Dental insurance / Paid time off

Thank you for your interest in pursuing a rewarding career at Furkids Animal Rescue

To apply or inquire, please contact:

Robbin Yeager – robbin.yeager@furkids.org