



ADMINISTRATIVE COORDINATOR

Type: One-year contract with possibility of renewal

Hours: 20 hours per week

Pay: \$16,640 per annum

Benefits: Two weeks of paid vacation per year + paid holiday closure; monthly cell phone and internet credit; mileage for vehicle use

Start date: April 2020

DESCRIPTION

Reporting to the Board of Directors, the Administrative Coordinator is responsible for managing the day-to-day operations of the organization, including but not limited to:

- Responding to inquiries in a timely manner
- Administering the foster home program
- Processing adoption applications
- Coordinating volunteer assignments
- Liaising with veterinary clinics
- Managing animal intake
- Maintaining accurate records, including database and website management
- Marketing, special events, and fundraising support (social media, event listings, sponsorship, donation requests, event support)
- Transporting animals to foster homes and veterinary clinics

The Administrative Coordinator role is a work-from-home position that requires availability during business hours (ideally 3-4 hours per day) and flexibility to shift hours and support evening or weekend needs such as foster home set-ups or special events. Some driving will be required, including transporting animal to and from veterinary clinics and foster homes, with occasional trips outside of Kingston (i.e., to veterinary specialist in Toronto).

REQUIREMENTS

- Some post-secondary education preferred
- Minimum two years of administrative experience
- Passion for animal welfare and rescue; experience with animal welfare issues preferred
- Experience with animal medical care an asset
- Comfort working with and engaging a variety of animals, including those that have experienced trauma, with limited socialization, or in need of medical rehabilitation (including medicating animals)

- Excellent organizational, problem-solving, project management, and communication skills
- Proven customer service skills and adept at communicating and working with diverse groups of people
- Strong attention to detail with ability to manage competing tasks concurrently
- Ability to work independently with minimal supervision
- Proficient in Microsoft Office and Google Drive/docs
- Experience with a website content management system (Drupal) considered an asset
- Valid driver's license and vehicle required

ABOUT KINGSTON ANIMAL RESCUE

Founded in 2010, Kingston Animal Rescue is a no-kill animal rescue that rescues and finds forever homes for animals in need. Using a network of foster homes, KAR takes in last-chance animals: animals that are at high risk of euthanasia or those that would otherwise be at risk without intervention. This includes animals at shelters and stray animals. KAR also assists in emergency rescues, including animals removed from neglectful situations.

KAR is a registered charity (83024 4802 RR0001) that will celebrate its 10th anniversary in 2020. The Administrative Coordinator role supports KAR's transition from a volunteer-run organization to ensure its long-term stability and continued service to the community through action-oriented animal welfare initiatives.

HOW TO APPLY

Interested candidates should submit a resume with a cover letter detailing their qualifications by Monday March 31, 2020 to info@kingstonanimalrescue.com.

Only candidates selected for an interview will be contacted. We thank all applicants for their interest.