



## **ANIMAL RESCUE COORDINATOR**

**Hours:** Full-time, 35 hours per week

**Type:** One-year contract with possibility of renewal

**Pay:** \$18.00 per hour

### **Benefits:**

- Two weeks of paid vacation
- Six paid sick days per year
- Statutory holidays off (paid)
- Paid holiday break in December (Dec 25, 2023 to Jan 1, 2024)
- Monthly cell phone and internet credits
- Mileage

## **DESCRIPTION**

Reporting to the Board of Directors, the Animal Rescue 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
- Providing detailed and frequent updates to the Board of Directors regarding medical care, intake requests, volunteers, and adoption applicants
- Administering the foster home program
- Processing adoption applications
- Coordinating volunteer assignments and working closely with volunteers
- Liaising with veterinary clinics
- Managing animal intake
- Maintaining accurate records, including database and website management
- Marketing, special events, and fundraising support
- Transporting animals to foster homes and veterinary clinics

The Animal Rescue Coordinator position is an active, in-community role that requires daytime, evening, and weekend availability. In any given week, this position is likely to include taking animals to vet appointments, intaking new animals and setting up foster homes, restocking animal supplies and conducting inventory (physical lifting required), event management, and completing computer-based admin tasks such as updating animal medical records, booking appointments and communications with clinics by phone, volunteer coordination, social media management, adoption processing, and responding to inquiries in a timely manner.

The Animal Rescue Coordinator must be comfortable working with and handling animals, including dogs, cats, rabbits, and small animals like rats, guinea pigs, and hedgehogs. The Animal Rescue Coordinator medicates animals, including pilling, injections, eye drops, and applying topical flea/tick treatments. The ideal candidate will have experience medicating and syringe feeding rabbits or a willingness to learn. The Animal Rescue Coordinator will be exposed to animals that may be nervous, fearful, or aggressive and must be capable of maintaining a calm, patient demeanour when dealing with animals during difficult situations.

Kingston Animal Rescue does not maintain an office; administrative work will be performed from your home office. The ideal candidate must have the ability to flex their schedule to attend evening appointments and events, and respond to emergencies.

Driving will be required, including transporting animals to and from veterinary clinics and foster homes on a regular basis, with occasional trips outside of Kingston (e.g., to a specialist in Toronto), and attending medical emergencies.

Kingston Animal Rescue is passionate about animal welfare. We believe that every animal, big or small, deserves love and proper care.

We are guided by strong principles.

We believe in hope.

We seek an Animal Rescue Coordinator who is equally passionate – and compassionate – and who truly wants to make a difference in the lives of animals.

## **REQUIREMENTS**

- Post-secondary education preferred, such as Registered Veterinary Technologist or Veterinary Assistant
- Experience with animal medical care a strong asset
- Passion for animal welfare and rescue; experience with animal welfare issues, such as fostering or advocacy, highly preferred
- Minimum two years of administrative experience
- Comfort working and engaging with a variety of animals, including those that have experienced trauma, with limited socialization, or in need of medical rehabilitation (including medicating animals)
- Experience with dogs, cats, and rabbits preferred
- Excellent organizational, problem-solving, project management, and communication skills
- Strong attention to detail with ability to manage competing tasks concurrently
- Proven customer service skills and adept at communicating and working with diverse groups of people
- Ability to work independently with minimal supervision

- Proficient in Microsoft Office and Google Drive/docs
- Experience with a website content management system (Drupal) and Slack considered an asset
- Valid driver's license and vehicle required
- Physical fitness: the ability to pick up and carry animal supplies weighing up to 40 lbs
- Must live in Kingston or immediate surrounding area

## **ABOUT KINGSTON ANIMAL RESCUE**

Founded in 2010, Kingston Animal Rescue (KAR) 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).

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## **HOW TO APPLY**

Applications will be reviewed and interviews conducted on a rolling basis until the ideal candidate is identified. Applicants are encouraged to submit in a timely manner.

Provide a resume with a cover letter detailing your qualifications and use the subject line "KAR Rescue Coordinator 03-2023" to submit. Complete Indeed Assessments under the job posting on Indeed.

Submit applications to [alison@kingstonanimalrescue.com](mailto:alison@kingstonanimalrescue.com)

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