

Thanks to a generous donor, Wichita Animal Action League is hiring for a full-time Operations Administrator to assist in the operational aspects of their foster home- based organization. This person will work Tuesday- Saturday to help the organization fulfill its mission of *rescuing animals in crisis*. Duties will include, but are not limited to:

- Assist with operational aspects of running a rescue
- Maintain medical records
 - Scanning
 - Uploading
 - Filing
- Coordinate maintenance medical needs
 - Monthly flea/tick & HW prevention for each animal
 - Vaccination schedules
- Assist with vaccinating/deworming animals
- Assess medical needs of new animals
 - Coordinate with Foster Coordinator as necessary
- Keep Pet Point records up to date
 - Input medical records
 - Update foster locations
 - Maintain low number of animals in “waiting for pick up” stage
 - Oversee bio and photo process to ensure adoptability
- Complete Pet Point outcomes in timely manner
- Email medical records to adopters in timely manner
- Assist Dog Adoption Coordinator with dog-to-dog intros
- Backup adoption/foster application approval as needed during busy times
- Train new volunteers & fosters
 - Host quarterly volunteer & foster meetings
 - Maintain and update Fosters & Volunteers Handbook
- Attend quarterly Coordinator’s meeting
- Act as Manager On Duty (MOD) at Adoption Center three Saturday’s a month
- Maintain supply levels at foster pick up locations
 - Alert ED to needs for purchase
- Supply weekly reports to ED re: animals in care
- Coordinate and perform annual foster home re-inspection
- Approve vet visits up to \$150
- Assist in answering email and FB messages
- Act as “after hours emergency contact” for fosters on a rotating schedule
- Assist with assessing animals for placement
- Transport animals to and from vet appointments as necessary
- Attend and oversee events as necessary
- Cover for Executive Director absence as necessary

Candidates should possess several qualifications, including, but not limited to:

- 18 years of age
- One year shelter experience
- Previous animal handling experience

- Extensive experience and knowledge of PetPoint software
- Extremely organized and high level of attention to detail
- High degree of customer service to assist with adoptions
- Knowledge of dog behavior and experience performing successful dog-to-dog introductions
- Ability to cope with emotionally demanding work
- Adhere to a high degree of confidentiality
- Previous experience vaccinating, microchipping and administering medication to animals
- Above-average animal medical-knowledge
- Physically able to restrain, handle and lift/carry animals and items from 5-100lb
- Work around potentially obnoxious smells and sounds
- Stand for long periods of time

Besides the fulfilling and fun work of saving animals at risk of euthanasia, WAAL offers:

- Competitive compensation of \$10-\$11 an hour, based on qualifications/experience
- 40 hours a week
- Eight paid holidays
- Two weeks PTO after first 30 days of employment