Vacancy Announcement

A Northwest leader in protecting animals since 1967, the Progressive Animal Welfare Society (PAWS) shelters homeless animals, rehabilitates injured and orphaned wildlife, and empowers people to demonstrate compassion and respect for animals in their daily lives.

Position Title: Animal Adoption Advisor (30 hours/week)

Wage: $15.92/hour

Purpose Summary:
To provide excellent customer service and education to the public on cat and dog care, adoption, and stray animal services. This position will also provide for the comfort and health care of animals in the shelter.

Essential Duties:
• Provides accurate information and courteous service to the public in person, through phone calls and emails, about animals in our care, general animal care information and shelter operations.
• Communicates information to prospective adopters in a courteous and educational manner, aiding in the selection of companion animals suitable for their household, in accordance with written adoption policies and procedures.
• Handles and processes incoming money from adoptions, retail sales, donations, and license sales, in accordance with written policies and procedures.
• Searches reports of lost animals from the public against the stray animals in the shelter.
• Processes adoption finalizations with clients, including all associated data entry and paperwork.
• Cleans all animal housing and treatment areas. Provides food, care, and socialization for animals according to written procedures.
• Cleans and prepares public areas such as the adoption lobby, hallway, and public bathroom, prior to opening.

Other responsibilities include:
• Stock and organize retail inventory in the front lobby.
• Assist with taking pictures of animals.
• Grooming and bathing dogs.
• May be assigned other duties as needed by the shelter managers.

Controls over Work:
Animal Adoption Advisors work under the direct supervision of the Animal Services Leads and are expected to perform the established duties according to daily schedules.

Physical Requirements:
Candidates must be able to lift a minimum of forty (40) pounds. Work is performed both in and out of the shelter or Cat City adoption center which requires lifting, bending, stooping, pushing and other moderately strenuous activities. Must be able to sit or stand for long periods of time, including working at a computer. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Requirements:
• High school graduate or equivalent.
• Training and/or experience in the animal care profession are highly desirable.
• Preference may be given to candidates with previous experience working with animals in a humane society, animal shelter or veterinary clinic.
• Able to effectively follow written and verbal instructions.
• Willing and able to work daily with companion animals and have a basic understanding of the needs and behavior of domestic cats and dogs.
• Able to handle individual animals in a caring, safe, and humane manner.
• Work cooperatively with people and to communicate clearly about PAWS' mission, the care and treatment of animals, and the safety of the public and other employees. Must be able to represent PAWS professionally at all times.
• Possess excellent interpersonal, organizational, written, and verbal communication skills and work effectively and respectfully with diverse groups of people and maintain high quality customer relations.

• Proficient with Microsoft Word and Excel computer programs, already possess basic computer skills. Experience with PetPoint is highly desirable.

• Important considerations for this position include the ability to handle animals safely and humanely and to always communicate clearly about their needs.

• Must exemplify the values of the organization in all interactions with coworkers and members of the public, including respect, compassion, commitment, and courage.

COVID-19 considerations:
Client contact is minimized using an appointment only adoption process. Employees and clients wear face covers at work. Specific cleaning and disinfection protocols are in place.

Benefits:
Generous benefits available including health/vision/dental/disability/life insurance, 403(b) with Company contribution and match, paid time off, paid holidays, Employee Assistance Program, pet supply discounts, discounts for veterinary services.

Equal Employment Opportunity:
PAWS is an equal opportunity employer. PAWS employment decisions are made based on merit and business needs. PAWS is committed to recruiting, hiring, training, and promoting qualified people of all backgrounds, regardless of actual or perceived race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor. We celebrate diversity and are committed to creating an inclusive environment for all employees. People of Color and Members of the LGBTQ+ community are strongly encouraged to apply.

All PAWS positions receive written performance evaluations after the first 90 days and annually thereafter.

Application process:
Please submit a Cover Letter stating your qualifications and why you are interested in this position, Resume, and Completed PAWS Employment Application
(https://www.paws.org/about/careers/careers-open-positions/careers-get-started/)

Submit Via e-mail to: AAA@paws.org

Only Complete Application Packets will receive consideration: Application materials received by April 26, 2021 will receive priority consideration.

Note: Under the provisions of the Immigration and Reform Act of 1986, the successful candidate will be required to provide both evidence of identity and eligibility for employment.
All Offers of Employment are Conditional, based on successful completion of reference and background checks.