



Cat Movement Coordinator

The Cat Movement Coordinator assists the Cat Division Manager in moving cats. This role will be **email-based only**, not phone or text-based, and documentation is essential.

Role Includes:

1. **Surveys** - Sending surveys to all new fosters a few days after they get a new foster. This survey asks something like: (1 priority)
 - Is the foster in the decompression room?
 - Is the foster allowing pets?
 - Is the foster shut down and not come out from hiding?
 - Is the foster eating, etc.
2. **Forwarding surveys back to mentors**—The survey is sent to the coordinator and distributed to the appropriate mentor. This will tell us what interventions need to be taken with the animal. It will raise red flags, and then we can intervene. (part of number 1)
3. **Active Foster Spreadsheet** - Maintains and updates a spreadsheet with the names of all **active** fosters. This spreadsheet will be color-coded with three colors: green, which means they're open, red, which means they have an animal and are full, and yellow, which means they got adopted but we're waiting for the 10-day period to come up so they can foster again. Once a cat gets adopted, the coordinator will be notified.
4. **Create a list of fosters who have no other animals homes going back to ASM to figure out who they are. (3)**
5. **Adoption tracker** - This person will track how many days a fully vetted cat has been in care so they can nudge them to get their foster up for adoption. (2)

Time Commitment

- 4-6 hours/week

Qualifications

- Intermediate computer skills, including email, internet, and internal databases
- Experience with cat behavior and health
- Excellent time-management skills
- Exceptionally well-organized and a self-starter

