



Pet Haven

OS Foster Placement Coordinator

The OS Foster Placement Coordinator- Cat Division is responsible for posting reviewed and approved cats for owner surrender onto the Fosters Facebook page to find an approved foster home. This role coordinates foster placement with owner and foster, and sends needed information to the Intake Coordinators. The OS Foster Placement Coordinator works closely with other Intake Coordinators and the Cat Adoption Coordinator to ensure a smooth transition for the animal to Pet Haven's care.

Responsibilities

- Post for foster on Facebook, following Pet Haven's posting guidelines
- Update social media with new information from owners, answering questions from prospective fosters/mentors, and when foster is found
- Coordinate with foster and owner to find placement time that works for all parties involved
- Send confirmation emails to all parties involved in transfer including foster, and owner, including calendar invite.
- Send all of the cat's information to the intake coordinator after transfer has taken place.
- Keep open communication with Intake Coordinators to place cats in foster homes.

Time Commitment

5 hours/week

Qualifications

- Intermediate computer skills including email and internet access
- Google docs experience a plus
- Facebook account needed
- Great communication skills
- Experience in cat behavior and health
- Empathetic and self-directed

Reports to the Cat Division Director