



Cat Team Assistant

Reports to: Cat Team Lead, Animal Welfare Operations Coordinator (AWOC), Board of Directors

Collaborates with: Foster Lead, Cat Adoption Coordinator, and other necessary roles.

Position Overview:

The Cat Team Assistant is a vital member of the Meant 2B Loved Pet Rescue Society, supporting the Cat Team Lead and Cat Adoption Coordinator in all aspects of cat care and adoption. This role ensures cats in our care are given the best possible chance for a healthy and happy future by assisting with intakes, vet appointments, and adoptions.

Key Responsibilities

1. Intake Coordination

- Assist with the intake process, including transporting cats to foster homes.
- Input necessary documentation for each intake into Trello.

2. Veterinary Appointments

- Schedule and transport cats to and from veterinary appointments (e.g., vaccinations, spaying/neutering, medical exams).
- Communicate with the Cat Team Lead and fosters regarding veterinary care updates.

3. Adoption Facilitation

- Support Cat Adoption Coordinator with adoption processes, including, arranging and participating in meet-and-greets between prospective adopters and cats, if needed.
- Assist with adoption paperwork.
- Reach out to adopters two weeks post-adoption to ensure the animal and adopter are doing well together.



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4. Record Keeping

- Maintain accurate records of cat intake, medical care, and adoption statuses in Trello
- Ensure documentation is organized and shared with relevant team members.

5. General Support

- Work closely with the Cat Team Lead and Animal Intake Assistant to prioritize tasks.
- Be available for emergency transport or urgent needs when possible.

Qualifications

- **Passion for Animal Welfare:** Commitment to the mission of Meant 2B Loved Pet Rescue Society.
 - **Team Player:** Ability to work collaboratively with a diverse group of volunteers and fosters.
 - **Organized and Detail-Oriented:** Strong organizational skills to manage schedules and records.
 - **Reliable Transportation:** Access to a vehicle for transporting dogs as needed.
 - **Communication Skills:** Strong verbal and written communication skills.
 - **Flexibility:** Willingness to adapt to changing priorities and occasional urgent needs.
 - **Physical Ability:** Comfortable handling dogs of varying sizes and temperaments.
 - **Familiarity with Trello preferred but not required.**
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Commitment:

This position requires flexibility based on the needs of the cats in care. Some weekend and evening availability may be required to accommodate intakes and adoption schedules.

Training and Support

- Orientation and training provided by the Cat Team Lead.
- Ongoing guidance and support as needed.