



If you are a positive, energetic team player with an appreciation for the importance of animal welfare we welcome your application for this exciting new role of office/facilities administrator. You will work onsite at our shelter with another co-worker on a rotating four day on four day off shift. (Set hours to be established in conjunction with the Board enabling advertisement of shelter's open hours accommodating viewings and adoptions.) As a key player in our organization you will help build awareness of ICAN's programs and services while working cooperatively with the Board of Directors and all volunteers. You may be called upon to participate in animal care duties outside of your regular hours on occasion. As the animals in our care require attention seven days a week you will oversee that optimal levels of care are administered at all times.

Nature of Work:

Under the direction of the ICAN Board of Directors, this position acts as "second in command" at the facility. Your experience with animals and administration will assist you with the following duties. Note: you may be asked to perform other duties upon mastering initially appointed responsibilities.

- Treat animals humanely, with compassion and concern.
- Ensure cleaners maintain the facility in a sanitary manner and that food and water are always available prior to departure each day.
- Assist with the monitoring of health & welfare of the animals alongside the volunteers.
- Performs duties for the promotion of all fundraising activities and therefore will become familiar with upcoming events and ongoing efforts to promote ICAN.
- Answer ICAN phone and determining course of action.
- Oversee ICAN emails – info@ & communication@.
- Maintaining forms and office supplies.
- Assist with adoptions (collect and review adoption application, phone references, meet adoptive family, collection of fee, and safe send off to new forever home with food samples and safety tips) – update to Trackabeast database and website.
- Liaison/coordinator for Kitten Crusade program.
- Determine with the Board approval for spay/neuter assists as requested by the public.
- Assist with animal intakes (meet with people surrendering, ensure proper documentation completed, settling new cat into intake room) – update to Trackabeast and liaise with photographer for photo to website.
- Arrange foster homes and home checks.
- Provide viewing of cats when public calls to request or drops by.
- Assist Volunteer Coordinator as deemed appropriate with volunteer recruiting and training.
- Assist with the Treasurer with any financial tasks (monies from adoptions, donations, etc).
- Ensure accuracy of date input into Trackabeast statistical database which stores all animal records, and prepare detailed reports upon request.
- Attend Board meetings and record minutes.
- Liaison with veterinarian's office for scheduling appointments and surgeries.
- Occasional travel required for transport of animals to and from veterinarian's office.
- Flexibility to cover for a cleaner if they are not available to attend.
- If Trap/Neuter/Return project presents itself liaise with the Board and volunteers who may be able to provide people resources to conduct same.

Knowledge & Qualifications / Skill Required:

- High school diploma or equivalent.
- Valid BC driver's license/own transportation or the ability to organize delivery/pick up of animal.
- Previous kennel or animal care experience is considered an asset.
- Demonstrate an interest in all aspects of animal welfare, care deeply about animals, uphold highest animal care standards.
- Computer experience: Windows, Microsoft Office (Outlook, Word, Excel), databases.
- Good communication skills particularly written regarding emails, Facebook and website postings.
- To work with volunteers and the public in a positive, practical manner.
- Proven ability to work independently, collaboratively, and as an effective team member with a diverse group of people.
- Highly organized with ability to prioritize demands on time and multi-task as necessary.
- Resourceful team player who excels at building trusting relationships with volunteers and the public.
- Highly motivated self-starter who takes initiative with minimal supervision.
- Position may be physically demanding, at times requiring heavy lifting of large bags of dog/cat food and containers of cat litter.
- Have a willingness to learn and take on new tasks.
- Maintain confidentiality of those people adopting or surrendering animals with high regard to the personal information contained in the adoption and surrender forms.
- Ability to effectively communicate with municipal and regional agencies/representatives regarding grants etc.
- Trackabeast database.
- Fill in for cleaner or arrange for another cleaner to come in.
- Liaise with President with any issues arising from carrying out the duties of the job.
- Liaise with Treasurer to do with adoption fees, monies from recycle bottles, donations, etc...
- Highlight any deficiencies and solutions in making the job more efficient.
- Creating a safe, respectful, and enjoyable working environment.
- Find a replacement if unable to fill a shift.
- More duties may be required as ICAN continues to grow and the job expands.

Starting wage is \$17 per hour. Please submit resumes at volunteer@icanbc.com.