



JOB DESCRIPTION

Community Cat Manager

The Position

Are you passionate about animal welfare and community engagement? Join us as a Community Cat Manager and spearhead the impactful Community Catsnip program aimed at improving the lives of community cats through the Trap Neuter Vaccinate Return (TNVR) initiative. This pivotal role involves daily operations management, extensive collaboration with community cat organizations, and building strong alliances with companion hospital staff.

As the Community Cat Manager, you will lead the administrative aspects of our TNVR program, ensuring resources such as food and trapping supplies are consistently delivered to our registered partners. Your responsibilities will also include organizing TNVR schedules, directly participating in and supporting trapping efforts, and guiding a dedicated team of volunteers towards our collective goals.

This position demands a candidate who excels in communication, decision-making, and time management. Your ability to work flexibly is essential, as the role includes weekend and nighttime commitments. If you are a detail-oriented leader ready to make a significant difference in the community and the lives of community cats, we invite you to apply. The full compensation package ranges from 45K to 60K annually.

Key Accountabilities:

1. Administrative

- Maintain the Petpoint database and Member information platform and systems, updating information and processing records daily.
- Develop, Build and Distribute a Welcome Package for each of the three Membership levels.
 - Feeder
 - Trapper
 - Caregiver
- Respond and Document Emails and Phone Calls to service community, partners, and staff inquiries.
- Manage the inventory of Supplies for participants including but not limited to Food Deliveries, Trap Resources, Welcome Kits within the Petpoint database platform to track distribution and collection timings.
- Responsible to work with and communicate the surgery schedule (appointments) online with the Hospital and ensure that individuals understand the form they are signing.

- Assists drop off of community cats into care and overnight holding in the recovery centre.
 - Assists with day of surgery helping hospital and clients with drop off and pick up.
 - Responsible for feeding the overnight cats(Water and Food) the day after surgery.
- Maintaining the Recovery Centre
- Coordinate Pick Up and Delivery Schedules for Volunteers and Staff to pickup and deliver Community Cats as well as supplies and food.
 - Adhere to safe workplace practices, policies, and procedures.
 - Fulfill additional duties as assigned.

2. Community Outreach

- Create a warm and welcoming environment for patients and their pet parents.
- Promote, advertise and coordinate Community Door to Door Program Enhancement to recruit more caregivers and feeders.
- Develop and implement marketing strategies to encourage community partners to work with us on using our services and capturing stories.
- Participate in community meetings, serve on committees, and assist with advocacy information to support leadership.
- Foster strong community relationships with cat-specific community partners.
- Work with leadership to devise strategies that enhance community awareness of our programs.
- Identify fundraising opportunities to support and expand the cat program.
- Collaborate with the Fund Development team or Director to identify potential sponsors and pitch for sponsorship to support the program.
- Help with Stories

3. Volunteer Coordination

- Promote and enhance volunteer engagement, train volunteers, and delegate appropriate trapping sites to experienced volunteers. In office Admin, Trappers, Team Volunteer Groups
- Regularly update caregivers to maintain current information and work towards a 100% sterilization rate for new cats in the colony.
- Explain and promote HBSPCA programs to caregivers and the community clearly and effectively.

4. Work Schedule

- Conduct site visits, and perform trapping and transportation as needed.
- Transport cats safely using HBSPCA vehicles, following established protocols.
- Distribute food assistance to caregivers as supplies allow.
- Collaborate with shelter intake staff to allocate space for kittens.
- Contribute positively to the team environment by offering solutions and ideas for daily challenges.
- Represent the brand professionally as a brand ambassador, ensuring approachability and enthusiasm.
- Wear the assigned uniform in a clean and professional manner.
- Identify any health and safety issues and report them to your supervisor immediately.

Responsible for all other duties as assigned from time to time.

If you are passionate about applying your knowledge, skills, and experience to make a tremendous difference in your organization then this role is for you! Please send your letter of interest, and resume in confidence to careers@hbspca.com