



Job Title	Cat Care & Operations Specialist
Reports To	Executive Director

Mission Statement

The Animal Adoption Center (AAC) is dedicated to saving the lives of homeless animals through rescue, adoption, education, and spay/neuter.

Job Summary

The AAC is seeking a full-time employee to join our life-saving team. This new position will play a key role in moving the AAC's mission forward through feline care and adoptions as well as ensuring smooth daily operations and facility upkeep.

Duties & Responsibilities

Cat Care & Operations Specialist will have two distinct roles. Each day this individual will spend time caring for our free-roaming adoptable cats as well as those residing in our quarantine room. This includes feeding and socializing with the cats, administering medication and entering detail in medical logs, cleaning Kitty City and the cat quarantine room, connecting with potential adopters, and facilitating adoptions. This person will also ensure a high standard of cleanliness and organization of the building, manage inventory, ensure correct supply ordering, run errands, and oversee building maintenance and upkeep.

- Counsel adopters, review applications, and help matchmake.
- Maintain relevant written records, enter/retrieve information on computer. Document all vaccinations and medicines administered. This also includes the microchipping and vaccinating of animals.
- Receive and handle cats and kittens, including those of unknown temperament, sick, and/or injured animals.
- Monitor physical condition of animals and advise veterinarian or applicable staff as needed.
- Assist with animal selection, transport, and intake from overcrowded shelters.
- Provide exercise and grooming for animals in care.
- Assist other team members and be flexible with other duties assigned.
- Provide information and education to public.



- Order supplies and manage inventory to ensure adequate stocking.
- In support of our spay/neuter work, this person will travel to the Wind River Reservation two times per year to assist with Spay/Neuter Wyoming.

Qualifications

Experience

- Nonprofit and/or animal rescue experience encouraged but not required.
- Bachelor's degree recommended.

Skills & Personal Characteristics

- Must have a sense of humor, love for animals, and a high attention to detail.
- Ability to handle cats safely and with kindness at all times, without exception.
- Ability to maintain professional composure while working in a fast-paced yet compassionate environment.
- Excellent interpersonal skills with a willingness to collaborate with a small team.
- Commitment to the values and mission of the AAC.
- Eager to learn new skills and grow in position.

Physical Requirements

- Ability to lift at least 40 pounds and stand on feet for long periods of the day, able to work both indoors and outdoors at all times of the year.
- Must be able to work with and around animals of unknown temperaments and those with zoonotic conditions.
- Must be able to work with and around chemicals, detergents, and cleaners.

Time Commitment

- Year-round, full-time position.
- Tuesday-Friday schedule, 30-36 hours/week. Plus biannual trips to the Wind River Reservation and occasional weekend events.
- Rotating on-call cellphone.
- Competitive pay, with health insurance, retirement, paid vacation and holidays, and room for growth

Please email cover letter and resume to jenna@animaladoptioncenter.org. No phone calls, please.