



# BECAUSE ANIMALS MATTER

## Hurricane Valley Humane

PO Box 213, Hurricane, UT 84737

Phone: 435.773.5209 Email: admin@bamutah.com Web: BAMutah.com

### **BAM Pet Listing Coordinator**

**REPORTS TO:** Board of Directors

**TIME COMMITMENT:** Part-time (up to 8 hours/week)

**STARTING SALARY:** Volunteer position

**LOCATION:** Remote or at That BAM Place, 44 W State St, Hurricane

#### **Job Description Overview:**

This volunteer position is responsible for the online posting and upkeep of all pet intakes available or soon to be available for adoption on pet listing sites including Petfinder.com and AdoptaPet.com. This volunteer must work closely with the BAM Adoption Center Manager and any other volunteers managing pet intakes, transfers, and adoptions to see that pet listings are kept as up to date as possible. The Coordinator is also tasked with requesting updating photos and pet details from foster parents and the Adoption Center Manager as pets become better known to those people caring for them or age (in the case of puppies). After the trial period for this position, the Coordinator also gets to post weekly (or more often as appropriate) updates on any new intakes and adoptions or foster-to-adopt placements that have occurred the week prior. This position has a volunteer staff designation at this time. No guarantee exists in which the position will develop into a paid one.

*The taking on of additional volunteer assignments is not expected, but is appreciated, should they not interfere with the responsibilities mentioned herein.*

#### **MISSION STATEMENT**

Because Animals Matter is dedicated to reducing animal abuse and neglect through education.

#### **Qualifications:**

- Must embrace the mission and vision of Because Animals Matter
- Possess the skills to navigate specific websites to update and maintain BAM's pet listings
- Possess the skills to work via email to send and receive key pet details and images for posting
- Possess strong interpersonal and writing skills
- Possess the skills to work with volunteers and administration
- Be organized and exhibit follow through on tasks and goals
- Display a positive attitude and good listening ability
- Possess the skill to reference and update computer spreadsheets or other data-driven programs

#### **Responsibilities:**

- Work with other BAM staff/volunteers to update and maintain timely pet listings.

- Work with the BAM Center Manager or other BAM administrators to develop a pet “profile” style of your own writing that meets BAM’s profile parameters.
- Work with other members of the organization to achieve specific listing or adoption goals.
- Work directly with the Adoption Center Manager to maintain records of pet intakes, adoptions and transfers.
- Maintain the privacy of BAM login credentials to multiple websites that post pet listings.

**Trial Period:**

For the first 30 days of the job, the Pet Listing Coordinator will work either in person or in online communication as most appropriate and available with BAM administrators involved in pet care, foster coordination, creative writing and marketing. This timeframe will serve as a trial period to familiarize yourself with BAM’s policies, voice in past and current pet profiles, online presence, etc. You will be introduced to our intake forms and what questions are asked of adoption center staff and foster parents to creatively write profiles on pets you are not personally familiar with. During the trial period you will be asked to work with BAM’s social media volunteers to update the public on adoptable pets looking for homes or “Happy Tails”.

After your trial period has commenced, you may be given permissions to BAM’s social media accounts to publish posts or stories on behalf of the organization.