



### **Position Summary:**

Forsyth Humane Society (FHS) is a non-profit organization located in Winston-Salem, NC. Founded 80 years ago, FHS is an animal welfare organization dedicated to enriching our community by promoting the compassionate treatment of cats and dogs. FHS is committed to placing cats and dogs into loving homes, advancing community understanding of the benefits of animal companionship, supporting the spaying/neutering of dogs and cats, and working to achieve a 90% animal save rate in Forsyth County by 2023.

The Foster Coordinator is responsible for managing, maintaining, and growing the network of fosters. This role is responsible for matching an animal to a foster family based on the foster family's preference and home dynamic, as well as the animal's needs. They confidently train fosters how to administer medications their animal is prescribed and provide basic training tips. The Foster Coordinator remains a reliable resource throughout the foster experience and addresses any questions and/or concerns that arise. They complete reports and projects assigned by the Animal Placement Manager.

The Foster Coordinator must enjoy and excel at building relationships with people of diverse backgrounds, have strong communication and organizational skills, the ability to work in a fast-paced and high-stress environment, and a commitment to the animal welfare field. This position is **full-time**, with rotating weekends.

### **Job Requirements and Qualifications**

#### *Education Required:*

- Minimum of a Bachelor's degree in animal science, non-profit management, business management, or related field.
- May substitute additional related experience, above and beyond what is required, on an equivalent year for year basis in lieu of the degree requirement.

#### *Experience Required:*

- Minimum of 1 year experience in leadership role.
- Minimum of 1 year experience with animal handling, husbandry, care, and/or training.
- Education may not be substituted for part of the experience requirement.

#### *License/Certification required:*

- Must have a valid driver's license

#### *Other skills required:*

- Confidence in handling cats and dogs
- Proficiency in Microsoft office suite
- Excellent customer service skills

**Internal/External Contacts**

This position will routinely have contact with the Health & Wellness and Adoption departments. Occasional contact with Marketing and Volunteer departments will be needed.

Contact with entities external to FHS, outside of fosters, will happen routinely when sharing details about the program. This includes volunteers, Adoption Center visitors, adopters, and guests of events.

**Physical Demands**

- Must have the physical ability to lift up to 50 pounds
- Must be able to handle cats and dogs properly and safely
- Must have the physical ability to walk/maneuver a large dog
- Must be able to move around the center/grounds assisting fosters and customers
- Must have the mental and visual ability to read and interpret shelter software system

**Working Conditions/Environment**

The Foster Coordinator schedule rotates Saturdays, so weekend availability is required.

The Foster Coordinator will be required to work outside daily with guests and may be exposed to the elements.