

# **CARE Network**

## **Admin & Animal Care Superstar**

### **Who are we?**

The Coastal Animal Rescue & Education (CARE) Network is a registered non-profit, volunteer-based animal wellbeing organization that works to protect and enhance the quality of life of animals (and their families) in the rural & remote communities located on the west coast of Vancouver Island, BC.

We work to address animal overpopulation, community health and safety as related to animals, to help stray and abandoned animals, and to assist in situations of animal illness, cruelty and neglect.

### **Who are you?**

A compassionate human who shows kindness towards all animals and humans, has physical, mental and emotional stamina, and great communications skills. You are a superstar when it come to working with words, numbers and you enjoy keeping records in order. You are detail-oriented and can focus on priorities in chaotic environments and situations that could cause stress. Your ability to calmly multi-task with a high degree of autonomy will serve you well in this position. Flexibility, energy and the willingness to always lend a helping hand are essential to excel in this position and to be a trusted member of our team.

### **The Role**

We are seeking an administrative all-rounder who enjoys creating accurate and professional documents and has great attention to detail. However, time is money and especially so for a small non-profit so one must be able to find the middle ground between exceptional detail and good-enough. Additionally, you would assist with the care of animals when needed.

Can you uphold CARE Networks values while ensuring the comfort of our four-legged, feathered and sometimes fussy guests while engaging with donors and volunteers, as well as keeping your eyes on the details while everything is happening at once?

### **What is happening on a day-to-day basis?**

- Daily kick-off meetings with your buddy(ies) to structure the day and set priorities. Also to download information on active cases/activities.
- Updating animal records and transferring information to partner organizations.
- Entering and updating all daily case/activity-related information.
- Following through on administrative Bylaw-related activities such as letter writing, compiling of Compliance Notices and Tickets
- Communicating with and collecting volunteer information, availability, and skills, and maintaining our database.
- Keeping schedules and records of volunteers' work.
- Keeping track of donors and supporting the team building donor-relationships
- Overseeing the administrative part of our Dog & Cat Licensing Program and Spay & Neuter Support Program and liaising with clients and veterinary staff

- In Assistance to the Shelter Manager: Ensuring animals in the shelter have everything they need: someone to look after them, food & water, clean housing, exercise and, if needed, meds need to be applied.
- Supporting the “field”-team based on requirements.

### Your skills:

- Compassion, kindness and the ability to maintain our high standards and expectations regarding community relationship building and interactions.
  - Solid mental and emotional coping skills and support.
- Staying calm and solution-focused in unexpected situations.
- Mindful Communication: You will interact regularly with the team, volunteers, partners and the public as a representative of CARE. Personal opinions, needs, etc. may have to take a backseat in some cases.
- Time-Management: We cannot stress enough how critical this is. Every dollar spent on your time is a dollar we cannot spend to directly help animals in need (like on surgeries). So please work as effectively and efficiently as possible.
- Eye for detail: You are meticulous and have a great attention span. More importantly, you see the work that needs to get done and are on it. Ideally, beyond your profile, if time allows.
- Comfort with tech: Solid computer skills including familiarity with using popular record keeping and word processing programs and database management software.
- Excellent organization and team-building skills.
- Physical stamina: When working directly with animals you may need to lift, kneel, crawl, bend, and be on your feet a lot.

### The Position

This position is laid out to be **32 hours/week**. You will be on for **4 days** and then off for 3 consecutive days. Occasionally, our animal occupancy rate might require you to work on a shift schedule (7 am to 4 pm or 11 am to 7 pm) but mostly it will be regular hours from 9 am to 5 pm. Please be prepared to work on weekends. We typically establish a **12-month** employment contract to start after completing a month-long trial.

This is a salary position and your hourly wage will start between **\$20/\$22** depending on experience and skill level. Ideally, you have your own laptop and cellphone

As we expand the CARE Network, we are building a core team. We are committed to the wellbeing of our team AND to the wellbeing of each of the individuals.

Not everyone is going to work with CARE for the rest of their life so we want to make the most of the time we have together by supporting each member’s immediate and future needs. We want everyone to come away from their time working with CARE with more skills, confidence, mindfulness, love, joy, compassion and peace.

BTW, we can pretty much guarantee that you will come away from your time with CARE with a few physical and emotional bruises too, and hopefully not new scars - yikes! This is hard work on all levels but it is also deeply rewarding. We look forward to exploring how we can work together to help animals.