



Foster Moves Coordinator

Roles & Responsibilities

Basic Responsibilities

1. Send Check-In emails on Mondays via Mail Merge system through G-Suite to dog & cat fosters
 - Answer questions and flag pertinent information as able, loop in Event Coordinator, Foster Support Coordinator, DoP, or ED as needed (i.e. vetting updates/needs, training questions, event confirmations etc)
 - Bring non-urgent animal behavior updates to weekly staff meetings to share and update the team
2. Work with ED to send foster needed emails for dogs & cats needed temporary or long-term coverage in foster homes
3. Execute personal reach outs for animals in need utilizing Laila's Legacy internal network, database, or partnering with PR Coordinator for outward posting
4. Update internal database with foster home moves, notes on foster homes, and other relevant changes
5. Coordinate with fosters and boarding partners to execute moves including the relevant team members such as staff, coordinators, and adoption counselors ensuring timely and efficient communication
6. Coordinate with the Foster Screening team in sharing upcoming moves, notes on animals that will be pertinent for their conversations, and when needed help screen.

What We're Looking For

Someone who's incredibly organized - you'll be handling a lot of dates, animals, and moving parts so being on top of it and organized is crucial. This person is a problem solver, creative, and excited to get their hands dirty! They'll enjoy animal welfare but enjoy talking and building relationships with foster families just as much. This role is one of the most important pieces of our organization because without fosters, we can't save lives.

- Problem solving abilities
- Consistent access to a phone, computer, and wifi
- Ability to weekly staff meetings, Monday at 8:30 PM
- Flexible schedule
- Go-getter attitude and able to complete tasks even though you're remote
- Knowledge of G-Suite - Google Sheets proficiency is a must.
- Experience with Shelterluv is a plus

Please note, everyone on our team - even our Founders & Directors - are volunteers. But even still, we have a small group of people that commit to a greater responsibility as a volunteer - of which we consider "staff". By becoming a Coordinator you'll be effectively joining this tight knit team and be considered staff! The time and longevity commitment is greater but we'll be honest about what that looks like before you join. If you're interested in less commitment but still being involved, please sign up to [volunteer for other roles here](#).