Job Responsibilities
Community Animal Assistance Program Coordinator

Position Title: Community Animal Assistance Program (CAAP) Coordinator
Job Type: Non-Exempt
Hours: 35 hours per week, must be willing to work Sundays and Mondays
Remuneration: DOE
Location: Shifts worked at JARR facility (1199 Cuttings Wharf Road, Napa) unless otherwise specified
Reports to: Operations Manager

About Jameson Animal Rescue Ranch:
Jameson Animal Rescue Ranch (JARR) is a no-kill rescue and sanctuary in the Napa Valley for companion and farmed animals in need. The nonprofit provides transitional and permanent shelter, adoption and rescue services, humane education, animal advocacy, and is committed to ending animal cruelty and overpopulation. JARR also collaborates with and acts as a liaison for various local animal rescue groups.

About the Community Animal Assistance Program (CAAP):
With the ultimate goal of keeping responsible pet owners/families and their pets together, Jameson Animal Rescue Ranch (JARR) administers funds (via an application process) to assist residents and their pets with the following needs and expenses:

1. Emergency Medical Attention and Surgeries
2. Free spay/neuter services and vaccinations
3. Behavioral training
4. Landlord-required pet deposit
5. Pet food
6. Networking via social media to facilitate rehoming

According to the ASPCA, more than 1 million households are forced to give up their pets every year. JARR believes these proactive and preventative measures go a long way to keeping pets together with their loving owners and keeping them out of overcrowded shelters.

The CAAP Coordinator position will assist the CAAP manager with specific assignments and provide coverage on the CAAP managers' days off. This position will transition with training into handling individual pet cases that come through the JARR cell center or as assigned by CAAP manager, general support of the CAAP program and data entry.

Responsibilities Include

Cover CAAP cases from Call Center/Website (approx. 50% of role)
- Receive applications from website

- - Review CAAP grant applications and schedule veterinary appointments as needed
  - Attend appointment and made medical decisions based on case; support animal guardian throughout process
  - Enter application/invoice into database
- Receive spay neuter requests/info, and compose vouchers to be sent to Napa Humane
- Creating Courtesy posts for social media and JARR website based on Courtesy Post application
  - Compose content, schedule and boost posts on Facebook; compose and send same content to website manager
  - Monitor comments on Courtesy Posts and respond to questions/comments appropriately
  - Enter client/pet info and boost cost into database
  - Keep track and follow up with people after post to determine if a home was found, allowing us to remove post from website

Data Entry and Support (approx. 50% of role)

- Enter grant application info, invoices, etc. into database on an ongoing basis
- After each spay/neuter clinic, enter microchip/vaccine clinic to Shelter Manager database
- Tasks/cases as assigned by CAAP Manager that require follow-up prior to assigned shift

Qualifications

- 3 years minimum experience as a vet tech
- Strategic Perspective: The ability to evaluate immediate actions in context of achieving long range objectives
- Patience and ability to work in high-stress settings and emotional situations
- Good communication skills

Competencies

- Oral Communication – Engaging effectively in dialogue
- Writing – Communicating effectively in writing

Position Requirements

Passion for helping animals and people, a willingness to accommodate animals in the workplace and a commitment to JARR's mission and brand attributes. Must maintain constituent (donors/volunteers/employees) confidentiality and must possess or have the ability to acquire, a valid California driver's license, car insurance and reliable transportation.