



# Volunteer Post-Adoption Coordinator

Remote

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## Summary

The Post-Adoption Coordinator is responsible for providing post-adoption support to adopters. The Post-Adoption Coordinator is an integral part of our team and ensures that adopters receive the support they need to be successful.

## Duties & Responsibilities

- Send follow up emails to adopters at intervals specified by the organization
- Provide guidance to adopters for behavioral and adjustment issues using organization-approved resources
- Facilitate the return of adopted cats when necessary
- Collaborate with the foster and adoption team
- The estimated time commitment is 2 hours per week.

## Qualifications

- Access to computer and cell phone.
- Ability to respond to emails within 48 hours.
- Exemplary customer service and communication skills.
- Must be able to navigate challenging situations calmly and effectively.
- Experience with Gmail and Google products is a plus.
- Experience with Animal Shelter Manager is a plus. Training will be provided.
- Commitment to the values and mission of Ten Lives Cat Rescue.

## Benefits

- Volunteer with a dedicated group of individuals who are passionate about improving the lives of cats in our community.
- Yearly volunteer appreciation party.
- Help provide vital services to more than 400 cats annually!

## About Ten Lives Cat Rescue

Ten Lives Cat Rescue is a 501(c)(3), nonprofit organization located in Rhode Island. Our foster-based program is 100% volunteer-powered and community supported. Annually, Ten Lives provides services to more than 300 unowned and 150 owned cats.