



ANIMAL CARE COORDINATOR

ABOUT SNIPSA:

SNIPSA is a local non-profit committed to removing adoptable animals from high kill shelters, providing for their medical care, and finding permanent, loving homes. We also serve the community by providing free spay/neuter outreach for underserved pet owners through our Big Fix clinics. SNIPSA is looking for a qualified Animal Care Coordinator. You will work closely with SNIPSA's Veterinary Technician and other key staff to support the day-to-day operations of the SNIPSA office.

WHY JOIN OUR CRAZY TEAM?

If you like a fast pace, tight knit team mixed with a little crazy, then SNIPSA is a great fit for you! Every team member has a heart the size of Texas for the cats and dogs we rescue, and we are committed to finding the best home for each pet. SNIPSA brings passion back into the workplace because we have a clear vision for the city of San Antonio -- to be a No Kill city! If you resonate with this vision, then SNIPSA might be the perfect fit for you!

JOB FUNCTION:

The Animal Care Coordinator is a vital role on the SNIPSA team. The focus of this job will be to work closely with our Veterinary Technician assisting with surgery day, animal intakes and the overall day-to-day care of our animals, all while promoting SNIPSA's mission in the community.

DUTIES & RESPONSIBILITIES:

- Provide animal care support to our Veterinary Technician
- Assist with spay/neuter surgeries – give IV injections, intubate, place IV catheters, prep animals, monitor anesthesia, and recover animals after surgery
- Responsible for cleaning up clinic after surgeries to include cleaning kennels, laundry, washing surgical instruments and sterilizing surgery packs
- Assist with animal intake, including bathing animals, helping with “work-up” – vaccines, prevention, microchipping, fecal, skin scrapping, heartworm testing
- Administer vaccines for foster/adopted animals
- Enter medical notes and maintain upcoming medical needs via reminders
- Willing to learn shelter software program - PetPoint
- Outcome adoptions in PetPoint
- Assist staff with morning clean up
- Walk and “set-up” animals staying in office overnight – fresh water, food, medications given
- Miscellaneous animal care duties as assigned
- Exhibit polite and professional communication via phone, e-mail, and mail
- Support team by performing tasks related to the organization
- Contribute to team effort by accomplishing related results as needed
- Help with in-office adoptions
- Attend SNIPSA events as needed – Adoptions, Big Fix Clinics, Outreach, etc.

QUALIFICATIONS AND SKILLS:

- College degree preferred
- Experience in veterinary clinic preferred
- Knowledge of appropriate software including Microsoft Office, Google Drive. Comfortable working with computers and problem solving when necessary.
- Strong organizational and time management skills in order to prioritize multiple tasks simultaneously
- Ability to work independently and as part of a team
- Handle cash and process credit card/Square/Venmo transactions

EXPECTATIONS:

- Ambitious Teamwork – quick learner who thrives in a fast-paced, team-oriented environment, ready to take initiative.
- Adaptability – flexible and able to pivot rapidly, manipulate and adjust strategies as needed. Things change quickly in this environment! Need an open mind.
- Communication Skills – sharp and natural communicator
- Focus – detail-orientated while maintaining the ability to keep an eye on the big picture. Exceptional organizational, time management and customer service abilities.
- Attitude – ability to remain positive and passionate in a high intensity work environment. Excited to be part of a high-powered, fast moving, tight knit team.
- Multitasker – Ability to wear multiple hats - in addition to primary job responsibilities, must be able to jump in to help team members when needed
- Love of animals that helps keep the mission close to heart.
- Passion to make a difference in the lives of homeless pets in our community. Being a good steward.

PHYSICAL JOB REQUIREMENTS:

- Must be able to stand for extended periods of time
- Must be able to lift up to 40 pounds
- Must be willing to get a little “dirty” given the nature of the job

TIME COMMITMENT:

- Hours would be 40 per week
- May be required to work outside of typical 9-6 office hours depending on events, etc.

SALARY AND BENEFITS COMMENSURATE WITH EXPERIENCE

Ensure you meet qualifications before applying for position. Potentially rewarding job, aka, passion.

PLEASE SUBMIT COVER LETTER WITH RESUME TO SNIPSAINCTX@GMAIL.COM. RESUMES WILL NOT BE CONSIDERED WITHOUT A COVER LETTER.