



## **Adoptions Matchmaker** **Job Announcement**

Attention experienced animal lovers! The NOAH Animal Center is hiring a part-time Adoptions Matchmaker. Join our fun, fast-paced, and professional environment, where you can help, save the lives of homeless dogs and cats through our high quality, low-income spay and neuter programs, family-friendly pet adoptions, humane education, and volunteer programs. It's a great opportunity for someone who enjoys being a compassionate and supportive leader to volunteers, loves animals, and wants to help NOAH achieve our mission of finding homes for animals and reduce the overpopulation of animals through low-cost spay/neuter.

### **Job Summary**

The Adoptions Matchmaker is to deliver excellent customer service and assistance to all patrons visiting The NOAH Center. Assist potential adopters to select a dog or cat that will be the perfect companion for their lifestyle and household. Provide exceptional Customer Service in the pet supply area and facilitates visitation between patrons and animals. Provide quality animal and people care in accordance with The NOAH Center's mission and philosophy.

*The Adoptions Matchmaker must support The NOAH Center's mission, philosophies, and practices. Superior customer service, consistent humane handling of animals, and fundraising are priorities for every N.O.A.H. staff member and volunteer. Performs duties in a safe and professional manner that is in accordance with NOAH's Code of Conduct.*

### **MINIMUM QUALIFICATIONS**

- High school diploma or GED equivalent.
- Must be 18 years of age
- Six months' previous customer service experience in an office or retail business setting, preferably a fast-paced environment.
- Computer literate in a Windows environment.
- Ability to utilize effective problem solving/decision-making skills.
- Ability to communicate effectively.
- Excellent interpersonal skills.
- Desire to work with animals.
- General knowledge of animal welfare preferred.
- Six months' experience in animal welfare or related field is desired
- Must meet all the requirements in The NOAH Center's WSP WATCH Background Check Policy.

### **WORK CONDITIONS**

Works in an area with a high noise level. Requires handling of animals and exposure to fumes from cleaning chemicals. Subject to animal, dander, bites, and scratches. Exposure to biological and potentially zoonotic agents. Requires frequent standing, bending, stooping and lifting up to 50 lbs. with reasonable accommodations. Required to adhere to staff dress code at all times. May be required to work beyond the scheduled hours.

Salary:	\$12.00 - \$14.00 per hour DOE
Classification:	Non-Exempt, Regular, Part Time
Schedule:	Varies, will include weekends
Benefits:	Paid time off, paid sick leave & retirement options
Reports to:	Adoptions Manager
Reporting Staff:	Volunteers

## **Instructions for Applying**

### ***MUST BE AVAILABLE TO WORK WEEKENDS***

Please send a resume and cover letter to:

Shelley Peterson, Adoptions Manager

Email: [adopt@thenoahcenter.org](mailto:adopt@thenoahcenter.org)

Mail: 31300 Brandstrom Road Stanwood, WA 98292

Fax: 360.629.9923

Thank you for your interest in working for The NOAH Center!

*The Noah Center is an equal opportunity employer. This position description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. It in no way states or implies that these are the only duties to be performed by the employee occupying this position. The Noah Center reserves the right to revise or change job duties and responsibilities as the need arises and as business requires. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.*