



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
- Must meet all the requirements in The NOAH Center's WSP WATCH Background Check Policy
- Six months' previous customer service experience in an office or retail business setting, preferably a fast-paced environment
- Desire to work with animals and support The NOAH Center's mission
- General knowledge of animal welfare preferred
- Ability to maintain accurate and detailed written and electronic records
- Compassionate and professional attitude
- Computer literate in Windows environment
- Excellent interpersonal skills and ability to work in a team environment
- Shows initiative and is a conscientious worker
- Ability to handle multiple tasks at once in a fast-paced environment
- Ability to utilize effective problem solving/decision making skills
- Ability to communicate effectively with volunteers, staff, and customers in a professional manner
- Ability to walk, stand, bend, stoop, carry, and safely lift up to 20 lbs. with reasonable accommodations
- Able to properly handle, exercise and control large, and/or difficult dogs and cats

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 20 lbs. with reasonable accommodations. Required to adhere to staff dress code at all times. May be required to work beyond the scheduled hours.

Salary: starting at \$14.00-\$15.00/hourly DOE
Classification: Non-Exempt, Regular, Part Time
Schedule: Varies, will include weekends

Benefits: Paid time off, paid sick leave & retirement options
Reports to: Operations Director

Instructions for Applying

MUST BE AVAILABLE TO WORK WEEKENDS

Please send a resume and cover letter to:
Sara Bradshaw, Operations Director
Email: sarab@thenoahcenter.org
Mail: 31300 Brandstrom Road Stanwood, WA 98292

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.