

## Adoption Coordinator – Job Description

The foster and adoption program is one of the three prongs of Atlanta Animal Rescue Friends' (AARF) mission to end pet overpopulation. While the program is small in comparison to some other organizations, we focus on finding quality, permanent homes through a rigorous screening process.

The roles of the Adoption Coordinator are primarily focused around promoting adoption of pets in the adoption program. The Adoption Coordinator works directly with the Vice President of Animal Services and other members of the animal services team. The responsibilities include, but are not limited to, the following types of activities:

- reviewing incoming adoption applications in conjunction with the VP of Animal Services
- conducting pre-adoption screening home visits
- organizing, promoting and managing monthly adoption events
- meeting monthly with the VP of Animal Services

The Adoption Coordinator position requires someone with excellent communication and organization skills, good management skills and the ability to enforce policies and procedures. The ideal candidate will have a passion for rescuing pets facing euthanasia, will be comfortable working a diverse group of people and will be familiar with AARF's mission, goals and programs.

This position resides on the AARF Program Board, which does not carry voting or fiscal responsibilities.

This position is currently an unpaid position, although stipends may be available in the future. The position requires approximately 8-10 hours per week, split roughly evenly between online/phone communication and direct contact with potential adopters and constituents. Some local travel will be required, and all travel related expenses are tax-deductible.

To apply for this position, please email a letter of interest, current resume and philosophy statement on animal welfare to Susan Leisure, Director of AARF, [susan@aarfatlanta.org](mailto:susan@aarfatlanta.org) or fax to 678.318.1826.