
Cat Marketing Team: KittyDoc Updater Volunteer Position

DESCRIPTION

This position involves referring to several emails to update the cat's availability and locations in our main spreadsheet using End-of-Day Reports.

The basic function is to ensure continuity of census data in the Cat Marketing Program as cats and kittens move locations across catteries and into adopter homes.

WORKING RELATIONSHIPS

This position reports to the Cat Marketing Manager.

This position works with other Cat Marketing Team volunteers.

DUTIES AND RESPONSIBILITIES

- Run and track assigned reports through shelter software and Google Docs
- Update or correct animal information such as age, location, or adoption fee through shelter software and Google Docs

REQUIRED QUALIFICATIONS

- Access to email and internet
- Experience with spreadsheets, Excel, and/or Google Docs.
- Willing and able to adhere to confidentiality protocols

EXPECTATIONS

- Must embody APA!'s core values of innovation, respect, drive, resourcefulness, and inclusion
- Commitment to APA!'s customer experience expectations
- Willing and committed to working well with volunteers and staff in all roles
- All volunteers are expected to uphold by APA!'s Core Values when present on grounds and representing APA! publicly.

TIME COMMITMENT

Flexible. 30 min+ per week, depending on the amount of adoptions or activity that day. This update is completed evenings (or by 9am the following day). Volunteers are requested to commit to a specific day(s) of the week to help manage workflow.

LOCATION

Offsite/Remote Position (telecommuting)

Please note, all volunteer positions are unpaid and do not qualify for employee benefits.