

**Job Title:** Community Cat Coordinator



**Reports To:** VP of Community Programs

**Schedule:** TBD

**FLSA Status:** Exempt

**Type:** Full Time

---

**Summary:** Work in all aspects of Humane Society of Charlotte's Community Cat initiatives by promoting and advocating for Trap Neuter Return (TNR) and Return to Field (RTF) initiatives in Charlotte, NC. Assists in coordinating the public/private partnership with the Charlotte Mecklenburg Police Department Animal Care and Control Agency (CMACC) and Best Friends Animal Society (BFAS) with the goal of substantially reducing cat shelter deaths. This position is instrumental in building community relations around community cats and providing support for the Community Cat Program in general.

**Essential Duties and Responsibilities Include:**

**Oversee the Community Cat Pilot Project:**

- Help create a plan of action for each project and implement it.
- Update client cases regularly, keeping track of complainant issues and return sites.
- Help CMACC staff determine eligible cats and schedule spay/neuter appointments for the eligible cats.
- Work with the clinic staff and veterinarians, ensuring that there are no scheduling problems.
- Create plan to ensure eligible cats are returned to their original location.
- Communicate closely with local TNR groups to ensure community trapping referrals are made and track outcomes of referrals.
- Provide monthly reports.
- Ensure all project goals and grant agreement requirements are being met.
- Work with Volunteer Manager to recruit and effectively utilize volunteers to support the work of the project including returns and complainant resolution efforts.
- Act as liaison with CMACC and other stakeholders to ensure program goals and grant agreement terms are met in a collaborative and effective manner.
- Develop and deliver educational materials and tools designed to increase acceptance of community cat programs.
- Provide Trap/Neuter/Return support to the public via phone calls, walk-ins, email and grassroots presence in neighborhoods.
- Provide support in the development and provide training to volunteer trapper teams and coordinate other volunteer efforts related to helping outdoor cats and other community pets.
- Work with CMACC, HSC, and/or local rescue groups to provide placement options for community kittens too young for TNR and for sick or injured cats (as resources allow).
- Coordinate and send messages to stakeholders for the cat initiatives as needed.
- Other duties as assigned.

**Skills and Experience:**

- Strong leadership skills with the ability to think quickly on your feet.
- Ability to professionally advocate Humane Society of Charlotte’s position on issues.
- Able to educate people about the process of TNR in a clear and effective manner.
- Knowledge and experience with feral cats and trapping cats, and knowledge about how to safely operate cat traps.
- Excellent people skills. You must be friendly, confident in your knowledge and able to convey your message clearly.
- Good management skills. You will be working with diverse groups and individuals, keeping everyone on the same page.
- Accurate record-keeping and ability to provide monthly reports on various programs.
- Proficiency with Internet navigation and a variety of computer software applications, including Microsoft Office and Google. Ability to learn additional software applications, as needed.
- Proven written and verbal skills.
- Experience in project management, with strong time management skills, organizational skills, problem-solving skills, and the ability to handle multiple tasks simultaneously.
- Strong interpersonal skills to handle sensitive and confidential situations. The ideal person for this job is a team player, personable, professional, upbeat and energetic, takes the initiative, and uses tact and diplomacy.
- Capable of balancing multiple priorities, with limited resources, in a fast-paced environment

**Physical Requirements:**

- Must be able to lift 50-plus pounds at a time.
- Must be able to work in extreme weather.
- Must be able to sit for extended periods of time working at a computer, doing repetitive typing, arm and hand motions.
- Willing and able to work varied hours and dates, including holidays, weekends, and late and early hours, as needed.
- Current driver’s license and a good driving record.
- Must be at least 21 years of age due to Motor Vehicle Insurance requirements.
- Ability to work in the presence of both cats and dogs, including large numbers of cats and dogs in a shelter setting.

\*\*\*\*\*

I understand the job duties and responsibilities as described above and can perform all tasks as outlined.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_