



## Role Description:

# Admin Assistant - Cats

### About Homeless Hounds

Founded in 2011, Homeless Hounds Animal Rescue is a non-profit, Australia-wide network of volunteers working to rescue and rehome animals.

Our volunteers save dogs, cats and other animals from abusive or life-threatening situations and work tirelessly to find them loving homes.

### About the Role

The “Admin Assistant - Cats” will assist in coordinating the paperwork and data entry for all cats available for adoption and fostering, reporting to the Cat Manager.

All volunteers are expected to uphold and improve the image and reputation of Homeless Hounds, and abide by the [Homeless Hounds Volunteer Code of Conduct](#).

### Key Responsibilities

1. Receive paperwork for cat adoptions and enter data into our CRM (HubSpot)
1. Collate paperwork and keep a spreadsheet of incoming and outgoing Cats’ details, including vet treatment schedules
2. Arrange the advertising of the cat with the Social Media Coordinator once ready to be adopted
1. Coordinate with Cat Foster Carers
3. Building relationships with other Homeless Hounds volunteers
4. Other tasks that may appear from time to time

### Accountability

This role is accountable to the Cat Coordinator. As is the case with all staff of Homeless Hounds (paid/unpaid), ultimate accountability is to the Director.

### Location

Working remotely/from home (Homeless Hounds does not have an Office or Shelter).

### Hours

As a volunteer animal rescue organisation, work tends to appear intermittently from week to week. We’re looking for a commitment of a minimum of 4-5 hours per week (split up over the week as you see fit), with any outstanding tasks to be completed as soon as reasonably possible.

### Remuneration

This is an unpaid volunteer role.

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### What we're looking for

1. Excellent communication skills; verbal and written
2. Some experience with databases and spreadsheets
3. Experience with cats would be advantageous
4. Ability to plan and prioritise tasks to achieve priority outcomes and respond flexibly to changing circumstances

### Compliance

All forms of employment with Homeless Hounds, paid or voluntary are subject to continued compliance with our Volunteer Agreement. All or any breaches of this Agreement may result in disciplinary action being taken and/or the cessation of the Employment Contract or Volunteer Agreement.

All offers of employment, paid or voluntary are subject to a satisfactory Criminal History Check.

### Apply

To apply for this volunteer role, email your Resume and a Cover Letter to [volunteering@homelesshounds.com.au](mailto:volunteering@homelesshounds.com.au).

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For more information, please visit: [www.homelesshounds.com.au/volunteers](http://www.homelesshounds.com.au/volunteers)