



Adoption Center: 100 N. 2nd Street · Philadelphia, PA 19106 · 215-238-9901

Low-Cost Spay/Neuter and Wellness Clinic:
2900 Grays Ferry Ave · Philadelphia, PA 19146 · 215-298-9680

Northeast Adoption Center and Low-Cost Clinic:
1810 Grant Avenue · Philadelphia, PA 19115 · 215-545-9600

info@phillypaws.org · www.phillypaws.org

Job Description: Foster Care Intern (Unpaid)

The Foster Care Intern supports PAWS Adoption-Foster Team in their efforts to facilitate cat and dog foster placements. The intern interacts with current and potential foster parents on a regular basis and must strive to provide a positive experience for these individuals at all times. Organizational skills and attention to detail are a must, as well as the ability to work in a busy environment.

Duties include, but are not limited to:

- Answering phones, responding to voicemail, and replying to emails with a professional and pleasant attitude
- Learning the software programs we use to maintain electronic records
- Helping to maintain and ensure accuracy of information in our electronic records for both animals and foster parents/adopters
- Following up with foster parents to ensure they adhere to their foster pets' vaccination, medical plans, and surgery schedules, and that they are promoting their foster pets for adoption appropriately, based on age and availability
- Reviewing foster and adoption applications
- Promoting animals at the shelter for foster care and adoption by taking photos and writing bios to send to foster parents/adopters via email and to post on social media
- Posting adoptable pets to our website when foster parents submit descriptions and photographs
- Having a working knowledge of basic animal behavior and health, in order to problem solve with foster parents who encounter challenges or have questions
- Promoting a humane and caring attitude towards pets and treating all animals with compassion at all times, including those who are sick, injured, fearful, or aggressive
- Following established procedures governing safe work practices
- Working cooperatively with staff and volunteers
- Other duties as assigned

Education and experience required:

High school diploma or equivalent required. Bachelor's Degree or some college preferred. Experience working or volunteering in an animal rescue, shelter, or veterinary practice preferred. Customer service experience preferred.

Specific job skills required:

- Ability to read, write, and understand English (other language proficiency a plus)
- Proficiency in Windows and Google Drive including Gmail, Docs, Sheets, Calendar, etc.
- Ability to communicate respectfully and patiently with a wide variety of audiences
- Maturity, good judgment, a professional appearance, and a calm, tactful demeanor

Direct Supervisor: Foster Program Manager

Time Commitment: 15/20 hours per week, 3 month period

To apply: Please email resume and cover letter to foster@phillypaws.org