

Veterinary Technician

Requirements: Must have a minimum of two years experience. Individual must feel comfortable working in a mobile and stationary clinic and ideally have a history of working in a fast-paced surgery environment. Candidates proficient with dental cleanings preferred. Requirement for said individual would be an emphasis on quality patient care. We are looking for someone with good teamwork abilities and a strong desire to enhance the welfare of animals. Must be willing to work long days, as needed.

Individual should have an understanding of our organization's mission of reducing euthanasia. We believe euthanasia is the number one killer of healthy cats and dogs and is preventable.

Interested applicants should send resume and cover letter to steve@tara-spayneuter.org

Administrative Assistant / Development Coordinator

Responsibilities

- Provide general administrative support to office management.
- Review/audit daily financial transactions and data entry for accuracy and completeness.
- Create and maintain office procedures manual.
- Monitor social media sites and create daily content that is informative and engaging.
- Submit approved website updates to webmaster in a timely manner.
- Assist in recruiting, training, and coordinating volunteers.
- Assist in soliciting donations and managing fundraising campaigns.
- Assist two receptionists in answering phones and scheduling appointments.
- Assist in tracking product and office supply inventory, as needed.
- Assist walk-in customers and performing data entry, as needed.
- Special projects, as assigned.

Requirements

We are looking for someone with a good understanding of our organization's mission and a strong desire to enhance the welfare of animals.

Ideal candidate is client-focused, self-motivated, possesses critical thinking skills, checks work for accuracy, unafraid to ask for assistance when necessary, and learns quickly. Must have strong communication skills and the ability to handle and retain confidential information and work without direct supervision.

Applicant should be proficient using Microsoft Office and Social Media Platforms. Experience in grant writing and successful fundraising campaigns, a plus.

Please submit resume AND cover letter to annemarie@tara-spayneuter.org