

Cat Marketing Team: Daily Foster Material Tracking Volunteer Position

DESCRIPTION

This position involves tracking the marketing materials submitted by fosters or others to APA!. Volunteers refer to a form to evaluate and track the photos and information that come in for the cats and kittens on our spreadsheet.

The basic function is to ensure that all cats and kittens in foster care obtain marketing materials from their foster families and to record and track submissions to be used by other Cat Marketing Volunteers.

WORKING RELATIONSHIPS

This position reports to the Cat Marketing Manager.

This position works with other Cat Marketing Team volunteers.

DUTIES AND RESPONSIBILITIES

- Using email and Google Docs, update spreadsheet/s as marketing material submissions are sent in from foster parents

REQUIRED QUALIFICATIONS

- Access to email and internet
- Experience with spreadsheets, Excel, and/or Google Docs.

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 kitties submitted 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.