

## Community Cats Toronto

### Info-Line Monitor

Community Cats Toronto is a registered charity formed by a merger between Urban Cat Relief and Toronto Feral Cat Project. Community Cats Toronto's primary program is our monthly Trap Neuter Return workshop, which we facilitate on behalf of the Toronto Feral Cat Coalition's TNR program. We have trained and certified more than 2,100 colony managers so that they can TNR the cats in their colonies through the available free spay-neuter clinics to date..

We are looking for a volunteer to join our administrative team and help us clean up our e-mail. This will require sorting and responding to emails through the Community Cats info line. The Info-Line Monitor will utilize their TNR experience and training to answer questions from the community about workshop registration, colonies, and tapping into their resource base to refer concerned individuals to the appropriate rescue agencies and resources for TNR in their community. This individual should be well connected in the TNR and rescue field and be aware of the many resources available, or be capable of researching resources

**Start Date:** A.S.A.P.

**Location:** Work from Home

**Time Commitment:** 5-10 emails per week

**Supervisor:** Christina Li

#### **Responsibilities:**

- Sorting through new emails and responding to basic questions and requests sent through the website contact page concerning workshop registration & general TNR inquiries.
- Referring inquiries about kitten/cat rescue or TNR resources for outside of the Toronto area to corresponding local organizations
- Forward position specific emails to their designated volunteer
- Looking up colonies and connecting colony caretakers via Cat Stats and responding to requests as needed

#### **Qualifications:**

- Excellent written and verbal communication skills
- Ability to work co-operatively and independently as a key member of a small, dynamic all-volunteer organization
- Knowledge of Trap Neuter Return, or willingness to learn and understand quickly
- Self-motivated, and able to finish a project after training without supervision
- Discretion and adhering to our confidentiality guidelines



**Requirements:**

- Access to a computer & internet
- Ability to work from Home

We are an inclusive, pro-diversity, equal opportunity charity. We strive to make all our workshop and fundraising events accessible, provide vegan-friendly foods, and welcome applications from qualified individuals of all walks of life who share a passion for helping Torontonians help community cats through TNR.

Please apply with resume of relevant experience and why you would like to volunteer with Community Cats Toronto to Christina at [volunteer@communitycats.ca](mailto:volunteer@communitycats.ca).