

	Volunteer Job Description	Number of Positions: 1
	Shelter Data Coordinator	

Summary: The Shelter Data Coordinator is responsible for the data collection, entry, and reporting functions of the Shelter Program.

Duties and Responsibilities:

1. Track and maintain Shelter statistics:
 - a. Track and report intake and adoption statistics on a monthly basis.
 - b. Track and report outcomes for City of St. Paul Ordinance.
 - c. Track transfer of cats between Shelter, Foster and Outreach.
 - d. Support data entry volunteers and troubleshoot data entry in RescueGroups

2. Performs data-related administrative tasks:
 - a. Assist in identifying MMMM candidates based on veterinary expense levels.
 - b. Assist in responding to public questions and information requests via email, phone, or in person.
 - c. Forward applicable information to appropriate parties on a monthly basis.
 - i. Newsletter editor
 - ii. Donor data specialist
 - d. Participate in the budget and capital improvement process and in planning recommendations.
 - e. Interact and coordinate with Executive Director and Office Manager as needed.

3. Monitor and report on expenditures, budget to actual

Job Requirements:

- Database and reporting skills and experience.
- Financial reporting and statistics background.
- Shelter operations background/experience.

Work Environment and Commitment

Position requires a minimum of 8 hours per week. Duties may be performed on and off-site; candidate should maintain a presence at the Adoption Center.