Volunteer Role Description - Adoption Application Administrator

A hugely rewarding role, as an Adoption Administrators volunteer you will be part of our adoptions team and help to maintain our adoptions inbox, respond to applicants and update CDPA records.

CDPA is a registered charity dedicated to caring and improving the lives of cats and dogs in Ireland. Our volunteers collaborate with local communities to reduce animal suffering through our Trap-Neuter-Return, foster-rehoming and welfare programmes.

Commitment required: 6 months
Minimum weekly commitment: 4 hours
Location: Online

Role Description
- Review and screen adoption applications
- Respond to queries and provide updates to applicants
- Update and maintain CDPA records
- Share information with Kitty Match-Makers to enable them to find the perfect forever home for our kitties

Desired Qualities
- Excellent communication skills
- Excellent organisational skills
- Highly computer literate

Desired Experience
- Experience working with high volume of data & keeping accurate records is highly advantageous
- Experience short-listing and reviewing applications is desirable

Other requirements
- Access to own computer

As a CDPA volunteer you will be benefit from

- Access to a strong, supportive community of animal rescuers throughout your volunteer journey with the CDPA
- A full induction, comprehensive training & ongoing support
- Ongoing training from an expert team of volunteers
- Opportunities to become involved in other aspects of the charity
- Experience of working in the Animal & Charity Sector

CDPA is firmly committed to diversity in all areas of our work. We are committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and needs are fostered and valued, and where those with diverse backgrounds and experiences are able to participate and contribute.