



Pawsitive Match Rescue Foundation

ADOPTIONS PROCESSOR

The Role

Location	Remote	Reports To	Adoptions Director Adoptions Coordinators
Weekly Time Commitment	5-10 hrs, variable	Direct Report(s)	N/A

The Adoption Application Processor reviews and evaluates adoption applications for Pawsitive Match Rescue Foundation. This role ensures the smooth operation of the adoption screening process, fosters collaboration with the Adoptions Team, and plays a key role in matching animals with suitable homes. The Adoption Application Processor ensures that each adoption meets the organization's standards and that every rescued animal finds a safe and loving forever home.

The Responsibilities

- Check emails at least three times per week and conduct regular phone interviews with applicants.
- Review online adoption applications assigned by an Adoptions Coordinator to assess the suitability of potential adopters.
- Understand the needs of individual animals to ensure appropriate matches.
- Schedule and conduct phone interviews with applicants, answering questions about the adoption process and setting expectations.
- Explain each animal's unique needs and the responsibilities of pet ownership.
- Document and communicate application decisions to an Adoptions Coordinator.
- Follow organizational policies and procedures for application reviews.
- Maintain confidentiality of applicants' personal information.



Pawsitive Match Rescue Foundation

ADOPTIONS PROCESSOR

- This is an online-based volunteer role that requires regular access to a computer and phone. Training will be provided.

The Person

- A community member in good standing.
- Has a positive attitude and a willingness to learn.
- Can work effectively on a team and take direction from Adoptions Coordinators.
- Can make tough decisions in the best interest of the animals.

Experience & Qualifications

- Excellent communication skills, with the ability to communicate via email and phone in a friendly, professional manner.
- Familiarity with animal rescue and adoption requirements is an asset.
- Animal Related Skills - Basic to Intermediate Animal Handling is an asset.
- Administrative Skills - Computer Skills (Intermediate+) is an asset.
- Administrative Skills - Google Workspace is an asset.
- Screening Applications & Conducting Interviews is an asset.
- Professional Writing Skills/Experience is an asset.