



Pawsitive Match Rescue Foundation

PHOTOGRAPHY COORDINATOR

The Role

Location	Remote	Reports To	Communications Director
Weekly Time Commitment	3-5 hrs, variable	Direct Report(s)	Volunteer Photographers

The Photography Coordinator oversees and organizes all photography efforts for Pawsitive Match Rescue Foundation. This role ensures the smooth coordination of volunteer photographers, fosters collaboration with the Shelter, Foster, and Adoptions Teams, and connects volunteer photographers with opportunities to capture high-quality images of rescued animals. The Photography Coordinator plays a vital role in ensuring that every animal has compelling visuals to increase their chances of adoption while also supporting the rescue's promotional efforts.

The Responsibilities

- Check the photography email account multiple times per week and respond promptly.
- Identify animals in care that need new or updated photos for their adoption profiles.
- Maintain a spreadsheet to track animals needing photos and schedule photography sessions.
- Coordinate with foster homes and volunteer photographers to arrange photography sessions.
- Upload received photos to Google Drive folders and notify the Adoption Profile Coordinators.
- Maintain a positive relationship with volunteer photographers and keep an updated list of contacts.
- Step in to assist with tasks when volunteer photographers are



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unavailable.

- Collaborate with the Communications and Marketing Director.

The Person

- A community member in good standing.
- Ability to work collaboratively within a team.
- Organized and proactive in managing schedules and communication.
- Strong interpersonal skills and a passion for team engagement.
- Passionate about supporting animal welfare through visually appealing images.

Experience & Qualifications

- Photography/Videography
- Content Creation (Photo/Video Editing)
- Graphics Creation (Adobe, Canva)
- Social Media & Digital Marketing
- Administrative Skills - Google Workspace is an asset.
- Event Planning & Coordination is an asset.