



Pawsitive Match Rescue Foundation

COMMUNITY OUTREACH COORDINATOR

The Role

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

The Community Outreach Coordinator plays a key role in building relationships with businesses, influencers, and community groups to support the rescue's mission. This role focuses on creating collaboration opportunities, securing sponsorships, and organizing fundraising efforts. By fostering community engagement, the Community Outreach Coordinator helps increase awareness, resources, and support for rescue initiatives.

The Responsibilities

- Identify and reach out to local businesses, influencers, and community organizations for potential partnerships and sponsorships.
- Develop and maintain relationships with key stakeholders to promote collaboration opportunities.
- Organize fundraising events and campaigns to generate financial support for the rescue.
- Work with the Communications Team to highlight successful partnerships and fundraising efforts.
- Represent the rescue at networking events and community meetings to increase awareness and engagement.



Pawsitive Match Rescue Foundation

COMMUNITY OUTREACH COORDINATOR

The Person

- Ability to work well independently and collaboratively in small teams
- Organized and proactive.
- Passionate about supporting animal welfare through community engagement.
- Strong communication and networking skills to build relationships with stakeholders.
- Comfortable with outreach efforts, including cold calls and in-person networking.
- Enthusiastic about fundraising and securing sponsorship opportunities.

Experience & Qualifications

- Strong interpersonal and relationship-building skills.
- Familiarity with nonprofit work or animal rescue is an asset but not required.
- Ability to manage time effectively and meet goals.
- Experience in Fundraising efforts or Event Coordination is an asset.
- Admin - Computer Skills (Intermediate+).
- General – Marketing is an asset.
- General - Professional Writing is an asset.
- General - Public Relations, Community Engagement & Outreach