



Pawsitive Match Rescue Foundation

MERCHANDISE COORDINATOR

The Role

Location	Remote, On-Site	Reports To (Primary)	Fundraising/Events Director
Weekly Time Commitment	1-2 hrs, variable	Reports To (Secondary)	Communications and Marketing Director

The Merchandise Coordinator manages Pawsitive Match Rescue Foundation's branded merchandise, ensuring inventory is maintained and sales are handled efficiently. This role supports fundraising efforts by overseeing merchandise operations for both online and in-person sales.

The Responsibilities

- Monitor the merchandise email account multiple times per week and respond promptly.
- Store and manage branded merchandise inventory (requires space for four large bins).
- Track inventory using a spreadsheet and update website inventory via PayPal for offline sales.
- Fulfill online orders by mailing them via Canada Post or arranging pickups.
- Coordinate with fundraising and events volunteers to facilitate merchandise sales at events.
- Provide pricing details and track event sales to update inventory.
- Collaborate with the Communications and Marketing Director to reorder inventory as needed.
- Work with the marketing team to design new merchandise when required.



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The Person

- A community member in good standing.
- Strong written communication and organizational skills.
- Ability to work collaboratively and take initiative.

Experience & Qualifications

- Familiarity with inventory management is an asset.
- Proficiency in Google Mail, Sheets, Drive, and WordPress-based websites, or a willingness to learn.
- Administrative Skills - Computer Skills (Intermediate+)
- Administrative Skills - Google Workspace
- Marketing Skills/Experience is an asset.
- Event Planning & Coordination is an asset.
- Recruitment & Sales Experience is an asset.
- Website Management & Updating Experience is an asset.
- Administrative Skills - Finance is an asset.