



Pawsitive Match Rescue Foundation

MARKETING ADMIN TEAM

The Role

Location	Remote	Reports To	Marketing Director
Weekly Time Commitment	1-2 hrs, variable	Direct Report(s)	N/A

The Marketing Administration Team Member provides essential marketing support to ensure the smooth operation of Pawsitive Match Rescue Foundation. This role assists the Communications/Marketing team and Events Team on an as-needed basis to handling behind-the-scenes ideas and marketing plans to increase awareness, engage the community, and ensure consistent branding across platforms.

The Responsibilities

- Respond to emailed requests for assistance based on personal availability and provided deadlines. Request further information when needed.
- Assist in developing marketing materials for campaigns and events.
- Collaborate with the team to brainstorm creative marketing strategies.
- Ensure branding and messaging align with the organization's mission.

The Person

- Organized, systematic, and process-oriented.
- Self-motivated and able to work independently and in small teams.
- Strong communication skills to provide updates on task completion and request clarification when needed.
- Creative mindset with strong communication skills.

Experience & Qualifications

- Administrative Skills - Computer Skills (Intermediate+)
- Administrative Skills - Google Workspace
- Professional Writing Skills/Experience is an asset