



# Pawsitive Match Rescue Foundation

## FOSTER COORDINATOR

### The Role

<b>Location</b>	Remote	<b>Reports To</b>	Foster Director
<b>Weekly Time Commitment</b>	5-15 hrs, variable	<b>Direct Report(s)</b>	Foster Homes

The Foster Coordinator manages and supports foster volunteers to ensure the well-being of animals in foster care at Pawsitive Match. This role ensures the smooth coordination of foster placements, fosters collaboration with the Shelter and Medical Teams, and plays a key role in matching animals with appropriate foster homes. Foster Coordinators provide support, guidance, and resources to foster families, ensuring that animals receive the best possible care before adoption.

### The Responsibilities

- Match dogs and cats to suitable foster homes based on their needs, temperament, and the preferences of foster families.
- Collaborate with the shelter and intake teams to create and promote animal profiles to potential foster homes.
- Work with the shelter, medical, behavior, transport, and adoption teams to address foster home requirements and specific animal needs.
- Monitor a shared inbox throughout the day and respond promptly and professionally to emails.
- Manage challenging situations, such as rehoming animals when necessary.
- Serve as the primary point of contact for foster homes, answering questions and coordinating animal pick-ups and supply distribution.
- Ensure foster homes are supported and well-informed about the foster and adoption processes.
- Record all relevant information in the Animal Shelter Management



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(ASM) system, including new foster home details, animal profiles, and incident reports.

- Review foster-submitted profiles and update ASM as needed.

### The Person

- A community member in good standing.
- Organized, reliable, and able to follow direction or seek further support when needed.
- Excellent communication skills, with the ability to communicate professionally and patiently via email.
- Able to work well both independently and as part of a team.

### Experience & Qualifications

- Familiarity with fostering rescue animals is an asset.
- Administrative Skills - Computer Skills (Intermediate+) is an asset
- Administrative Skills - Google Workspace is an asset
- Professional Writing Skills/Experience is an asset
- Training & Mentorship Experience is an asset