



Pawsitive Match Rescue Foundation

CAT CUDDLING / PET STORE COORDINATOR

The Role

Location	Remote	Reports To	Foster Director
Weekly Time Commitment	5-7 hrs, variable	Direct Report(s)	Cat Cuddlers

The Cat Cuddling / Pet Store Coordinator liaises with pet store partners, fosters, and volunteers to ensure the successful placement and care of cats in partner stores. This role supports the Cat Foster Team by managing the logistics of store placements and coordinating with cuddling volunteers.

The Responsibilities

- Collaborate with Cat Foster and Cat Medical Coordinators to determine which cats are suitable for pet store placements.
- Coordinate the placement and return of cats between fosters and pet stores.
- Serve as the primary contact for pet store partners, maintaining timely communication.
- Notify Cat Cuddling Volunteers of any changes in cat placements to adjust their schedules as needed.
- Update the Animal Shelter Management (ASM) system with relevant information about cat placements and ensure the website reflects current details.
- Coordinate training for Cat Cuddling Volunteers with the Shelter Training team, ensuring they stay informed about process and care updates.



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COORDINATOR

The Person

- a community member in good standing.
- Excellent communication skills, with a friendly and professional approach.
- Team-oriented and collaborative.

Experience & Qualifications

- Familiarity with rescue animals is an asset.
- Animal Related Skills - Basic Animal Handling is an asset.
- Animal Related Skills - Comfortable Interacting with Cats
- Administrative Skills - Computer Skills (Intermediate+)
- Administrative Skills - Google Workspace
- Professional Writing Skills/Experience is an asset.
- Public Relations & Community Engagement Skills/Experience is an asset.
- Event Planning & Coordination is an asset.
- Training & Mentorship Experience is an asset.