



Pawsitive Match Rescue Foundation

IMPORTS COORDINATOR

The Role

Location	Remote	Reports To (Primary)	Shelter Director
Weekly Time Commitment	7-15 hrs, variable	Reports To (Secondary)	Foster Director Medical Director Intakes Coordinator

The Imports Coordinator works closely with the Intakes Team, Shelter Director, Medical Director, and Foster Director to oversee the intake of animals into Pawsitive Match Rescue Foundation. This role liaises with travelers, partner rescues in Mexico and the U.S., and the Pawsitive Match Intakes and Medical Teams to facilitate the process of bringing rescue dogs into Canada and ensuring their smooth transition into our care. The Imports Coordinator plays a key role in expanding our rescue efforts and providing a second chance for dogs in need from other regions or countries.

The Responsibilities

- Coordinate with all involved parties to ensure dogs are available, crates are shipped, medical requirements are met, kennel spots are booked on flights or land transport, and customs clearance and airport pickups are arranged.
- Research and establish relationships with reputable international rescue organizations and partners.
- Evaluate and approve dogs for import based on established criteria, including health, temperament, and suitability for adoption.
- Coordinate with international rescue organizations, airlines, transport companies, and customs officials to ensure safe and compliant dog imports.
- Manage necessary paperwork, including import permits, health certificates, vaccination records, customs documentation, and



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humanitarian fee waiver requests from airlines.

- Ensure compliance with Canadian regulations and guidelines for animal imports.
- Track the progress of imports and address any issues that arise during transportation or at customs.
- Respond to traveler offers to serve as Flight Angels.
- Communicate with rescue partners regarding Flight Angel availability.
- Coordinate with shelter and medical teams to prepare for incoming dogs and ensure crates are ready.
- Provide clear instructions to link travelers, rescue partners, and airport transporters, and arrange reimbursements for fees paid when applicable.

The Person

- A community member in good standing.
- Strong communication, time-management, and organizational skills with attention to detail.
- Excellent written and verbal communication skills.
- Strong decision-making abilities to assess and prioritize intakes based on available resources, medical needs, and adoptability.
- Ability to work independently and within a team.
- Skilled at building and maintaining professional relationships both within the organization and with international and local partners.
- Passion for animal welfare while maintaining a practical and strategic mindset to make decisions that best serve Pawsitive Match's mission.
- Willingness to learn new processes, technologies, and intake philosophies.



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Experience & Qualifications

- Familiarity with (or willingness to learn) Canadian animal import regulations, logistics, project management, animal rescue, and intake considerations is an asset.
- Proficiency with Google Workspace, online communication tools, and Animal Shelter Management (ASM) software is an asset.
- Administrative Skills - Computer Skills (Intermediate+) is an asset.
- Professional Writing Skills/Experience is an asset
- Public Relations & Community Engagement Skills/Experience is an asset.