



Pawsitive Match Rescue Foundation

TRANSPORT COORDINATOR

The Role

Location	Remote	Reports To	Shelter Director
Weekly Time Commitment	5-7 hrs, variable	Direct Report(s)	Transporters

The Transport Coordinator oversees and organizes the safe and efficient transport of animals for Pawsitive Match Rescue Foundation. This role ensures the smooth coordination of transportation logistics in collaboration with the Shelter, Foster, and Medical Teams and serves as a key contact for scheduling pickups, drop-offs, and transfers. The Transport Coordinator is instrumental in ensuring that animals arrive safely at their destinations, whether it be foster homes, the shelter, veterinary appointments, or adoption events.

The Responsibilities

- Monitor emails daily and respond promptly.
- Coordinate animal transport logistics, including pickups, drop-offs, and transfers.
- Communicate transportation plans with fosters, transport volunteers, and internal teams.
- Maintain accurate transport records and schedules.
- Collaborate with the Medical and Shelter Teams to ensure timely veterinary appointments and shelter transfers.
- Provide support to transporters and address any concerns or challenges they may face.

The Person

- A community member in good standing.
- Strong organizational and communication skills.



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- Ability to work independently while collaborating with various teams.
- Professional, friendly, and proactive in managing transport operations.
- Positive attitude and willingness to learn.

Experience & Qualifications

- Familiarity with Microsoft Word, Google Workspace, and WhatsApp.
- Familiarity with animal rescue and adoption requirements is an asset.
- Animal Related Skills - Basic Animal Handling
- Administrative Skills - Computer Skills (Intermediate+) is an asset.
- Professional Writing Skills/Experience is an asset.