



Pawsitive Match Rescue Foundation

RECORDS COORDINATOR

The Role

Location	Remote	Reports To	Treasurer
Weekly Time Commitment	5-10 hrs, variable	Direct Report(s)	N/A

The Records Coordinator manages the licensing and microchip registration process for all animals in the care of Pawsitive Match Rescue Foundation. This role ensures the smooth and accurate documentation of adoption records, maintaining compliance with animal identification requirements via licensing and microchips. The Records Coordinator is instrumental in ensuring that all rescued animals have proper identification and documentation, improving their safety and traceability.

The Responsibilities

- Track new or returning animals and send regular registration requests.
- Communicate with business partners and internal teams (Intake, Medical) as required.
- Update various databases with ownership information changes.
- Ensure prompt payment of licensing fees via the Finance Team when applicable.
- Deliver microchips to partner vet clinics and mail physical microchip tags when applicable, including purchasing and reimbursement of stationery/supplies.
- Relay medical records to adopters, vets, or insurance companies as required.
- Keep the Animal Shelter Manager (ASM) system up to date.
- Maintain confidentiality of personal information.



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The Person

- A community member in good standing.
- Process-oriented, systematic, and organized.
- Strong attention to detail and ability to follow established procedures.
- Excellent communication skills, able to correspond via email and phone in a friendly, professional manner.
- Positive attitude, strong attention to detail, and willingness to learn.
- Able to work independently and collaborate with a team when needed.
- Ability to check a shared email inbox regularly.

Experience & Qualifications

- Familiarity with data entry, databases, Microsoft Word, Google Workspace, and WhatsApp.
- Experience with PDF editors is an asset.
- Familiarity with animal rescue and adoption processes 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.