



Pawsitive Match Rescue Foundation

ADMINISTRATION TEAM

The Role

Location	Remote	Reports To	President Treasurer
Weekly Time Commitment	1-2 hrs, variable	Direct Report(s)	N/A

The Administration Team Member provides essential administrative support to ensure the smooth operation of Pawsitive Match Rescue Foundation. This role assists all teams within the rescue on an as-needed basis and is instrumental in keeping the organization running efficiently by handling behind-the-scenes tasks that support the care and adoption of rescued animals.

The Responsibilities

- Respond to emailed requests for assistance based on personal availability and provided deadlines.
- Complete assigned administrative tasks in a timely manner and request further information when needed.

The Person

- A community member in good standing.
- Organized, systematic, and process-oriented.
- Self-motivated and able to work independently and in small teams.
- Strong communication skills to provide updates on task completion and request clarification when needed.

Experience & Qualifications

- Administrative Skills - Computer Skills (Intermediate+)
- Administrative Skills - Google Workspace
- Professional Writing Skills/Experience is an asset