



ADMINISTRATIVE COORDINATOR

As a volunteer Rescue Administrative Coordinator, you will play a vital role in Meant 2B Loved Pet Rescue's operations and rescue efforts.

You will work closely with the rescue leads and other volunteers to support various administrative needs of the rescue team. As a remote-based organization, you will be working from home mostly, aside from the occasional time when you meet individuals in person.

Responsibilities

Your responsibilities and tasks may include the following:

- Collaborate with rescue leads and volunteers to input information in M2BL internal database, Trello, ensuring information is kept up to date and accurate
- Assist with the creation of, copying and printing of, and delivery of M2BL adoption and/or foster contracts
- Pick up and/or drop off paperwork from veterinarian clinics to the appropriate persons
- Liaise with volunteers to recruit potential foster homes
- Receive, review, and respond to relevant emails from other volunteers and the public
- Provide a short monthly update for the board.
- Other responsibilities as directed by Board of Directors

Time Commitments

- 2 - 4 hours per week.

Please note while we do our best to accurately reflect time commitment required to ensure interested individuals are aware, it may fluctuate depending on the time of year and seasons

Knowledge, Skills and Abilities

- Age requirement of 18+ is a must, along with a valid license and reliable transportation



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- Commitment to M2BL's mission and love of animals
- Proficient organizational and time management skills
- Ability to work well independently and collaboratively as a team player
- Excellent communication and interpersonal skills
- Access to phone/computer/internet/email is a requirement, as you will be provided a M2BL email address, which is the primary means of communication