

Calgary Humane Society is a dynamic, non-profit organization whose vision is to use innovative strategies to lead, inspire, and educate in the humane treatment of companion animals, fostering an enlightened community which consistently demonstrates respect and compassion for animals.

Our mission is to help as many animals as we can.

As an organization, CHS values compassion, teamwork, respect, integrity, innovation, and commitment.

Position Title:

HUMANE EDUCATION & OUTREACH FACILITATOR - FULL TIME

9 hour shifts consisting of a rotating schedule of 4 days on / 4 days off (subject to change) to include evenings, weekends, and statutory holidays. Annual salary of \$33,150.

Reporting to the Team Lead of Community Relations, the Humane Education & Outreach Facilitator is responsible for the facilitation of Calgary Humane Society's educational, training, and community outreach programs. The purpose of these programs is to build community awareness around positive training methods, animal related issues, and to build relationships within the Calgary community in order to educate in the areas of responsible pet ownership, the humane treatment of animals, empathy and compassion for the animals in our community, and the link between violence towards animals and bullying in children.

Specific responsibilities include, but are not limited to:

- Work with the Team Lead to implement strategic educational programming that promotes awareness of CHS's mission, vision, as well as programs and services offered in the community that align with the organizational goals and objectives of the Society
- Successfully deliver educational programs and activities including camps, clubs, school tours, presentations, and community outreach events
- Coordinate animal behaviour training classes including the scheduling of contract trainers, booking private consultations, class registrations, and client relations
- Develop and maintain department presentations, curriculums, materials, and supplies
- Facilitate the booking, registration, and scheduling of all humane education and outreach programs and activities
- Monitor the behaviour helpline and triage inquiries to the appropriate department(s)
- Seek opportunities to promote Calgary Humane Society and the humane education programs at community events in order to strengthen relationships with sponsors, donors, and other key stakeholders
- Participate in the planning and execution of offsite events utilizing the Society's mobile adoption unit at off site community outreach events
- Represent the Society at public meetings and community events and strive to build positive relationships between CHS and members of the public
- Initiate and maintain positive relationships with educational institutions and other community partners
- Assist the Team Lead with the development of department manuals, processes, and policies as assigned
- Send, compile, analyze, and report feedback from participant and/or community surveys
- Responsible for the maintenance and upkeep of spaces used for outreach events
- Other duties as assigned

General:

- Champion and promote CHS' values of teamwork, respect, compassion, integrity, innovation, and commitment in your everyday work in order to achieve the overall mission and vision of the organization
- Promote a culture of volunteer engagement by building and maintaining relationships with volunteers, participating in volunteer recognition (including monthly and annual volunteer awards), and teamwork
- Promote a culture of philanthropy by building and maintaining relationships with donors and participating in donor stewardship
- Maintain a culture of positivity and openness through face-to-face communication, active listening, and collaboration
- Promote teamwork and comradery by taking initiative to assist teams outside of designated department when help is needed

Position Requirements:

- Flexibility to work a rotating schedule including days, evenings, weekends, and some statutory holidays
- Diploma or Degree in Education or related field considered an asset
- Professional experience working in a related field such as educational administration, communications, or public relations considered an asset
- Previous animal handling experience in a professional or volunteer capacity an asset
- Ability to motivate, inspire, and provide leadership, guidance, and feedback to all age groups
- Proven positive experience working with youth and delivering effective and relative communication skills
- Confident and comfortable with public speaking
- Intermediate skills in Microsoft Word, Excel, and PowerPoint
- Genuine concern for the welfare of animals
- Current CPR/First Aid Certification required or willingness to obtain this within the first three months
- Strong time management skills and ability to work well under pressure while balancing multiple priorities
- Strong interpersonal skills and the ability to deal with a diverse range of people
- Flexible and non-judgmental approach to people and work
- Ability to maintain a positive can-do attitude even during difficult circumstances
- Collaborative and team focused mindset
- Strong administration skills; ability to maintain records and produce clear written and verbal reports
- Successful candidate will be required to provide an enhanced police information check at their own expense to be arranged by CHS
- Comfortable driving a large RV style vehicle
- Valid Class 5 drivers with a clean driver's abstract

Physical Requirements:

- Physically capable of, and comfortable handling a variety of species including but not limited to: cats, dogs, rabbits, birds, reptiles
- Must be physically capable of lifting and carrying up to 50lbs

CLOSING DATE: POSTING WILL REMAIN OPEN UNTIL A SUITABLE CANDIDATE IS FOUND

Please submit your cover letter and resume indicating the job title in the subject line to careers@calgaryhumane.ca

We thank all applicants for their interest however only those selected for an interview will be contacted. No phone calls or emails please.