

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 statement is to help as many animals as we can.

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

Position Title:

OUTREACH PROGRAM ASSISTANT - TEMPORARY PART-TIME

- **22.5 hours per week to include working weekdays, weekends, and some statutory holidays. Work schedule will be dependent on outreach bookings.**
- **Position Duration: 12 weeks**

Reporting to the Team Lead of Humane Education and Outreach, the Outreach Program Assistant plays a pivotal role in representing Calgary Humane Society at special events. This role works collaboratively with CHS' forward facing departments to provide excellent customer service and to build and maintain strong relationships with the community spreading the mission and values of CHS.

Duties:

- Responsible for promoting compassion, respect and empathy for all living things by educating the community about Calgary Humane Society and our role in the community
- Prepare for on and off-site outreach events by ensuring cleanliness of the outreach vehicle, gathering supplies, tables, marketing materials, and loading/offloading of the vehicle with public engagement in mind
- Plan activities, games, prize wheels, and items for purchase that are tailored to each outreach event
- Build positive relationships with the community
- Engage with the public by providing information about Calgary Humane Society, our programs and initiatives, including special events, volunteering, and animals available for adoption
- Aid in tracking inventory and supplies used and needed for each event
- Promote a culture of volunteer engagement by building and maintaining positive relationships with CHS volunteers
- Assist with the communication and organization of outreach events
- Provide animal handling support to Facilitators and Volunteers during adoption events
- Champion CHS values of teamwork, respect, compassion, integrity, innovation, and commitment in your everyday work as well as promoting organizational values in order to achieve the overall mission and vision of the organization
- Maintain program statistics ensuring data is accurately tracked and recorded by team members

Funding for this position is provided by the Government of Canada's Canada Summer Jobs (CSJ) program which aims to provide flexible and holistic services to support all young Canadians develop the skills and gain paid work experience to successfully transition in the labour market.

To be considered for this position, you must meet Calgary Humane Society's position requirements as well as the requirements set out by CSJ as follows:

CSJ Requirements:

- Be between the ages of 15 and 30 years old of age at start of the employment; and,
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of employment; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

CHS Position Requirements:

- Minimum high school diploma
- Must have at least 3 years driving experience with a Class 5 Graduated Driver's License and/or Class 5 Driver's License with a 5 year clean driver's abstract
- CHS is a COVID-19 Safe Workplace. With limited exceptions, CHS requires all employment applicants provide proof of fully vaccinated status in accordance with current guidelines. CHS also complies with all in-force Alberta Health Services directives regarding COVID 19 safety.
- Flexibility of working hours and shifts outside of normal business hours including days, weekends, weeknights, and some statutory holidays
- Excellent customer service skills demonstrated through work experience
- Confident and comfortable when public speaking
- Experience leading a group of individuals of staff and/or volunteers
- Intermediate skills in Microsoft Office
- Excellent communication skills, both verbally and in writing
- Strong time management skills and ability to work well under pressure
- Ability to work as part of a team or independently as required
- Demonstrated resiliency and ability to maintain professionalism in a fast-paced environment while managing sometimes emotional situations
- Previous animal handling experience is an asset
- Successful candidate will be required to provide a criminal record check and drivers abstract at their own expense to be arranged by CHS
- Genuine concern for the welfare of animals

Physical Requirements:

- Must be physically capable of lifting and carrying up to 50lbs
- Ability to work with, and handle a variety of animals, including but not limited to cats, dogs, birds, and reptiles.

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

Please apply in confidence indicating the position title in the subject line along with salary expectations 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.