

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, innovation, integrity and commitment.

Position Title: **EDUCATIONAL ASSISTANT - CONTRACTOR**

- **Hours on weekends, weekdays, and some statutory holidays. Available hours will be dependent on educational bookings.**

Reporting to the Team Lead, Humane Education & Outreach, Educational Assistants are responsible for representing Calgary Humane Society at outreach events, clubs, tours and birthday parties. This role works collaboratively with Education & Outreach Facilitators as well as the Adoptions, Behavior, and Volunteer Resources & Engagement departments, to provide excellent customer service and to build and maintain strong relationships with members of the community to spread the the mission and values of CHS.

Duties:

- Responsible for promoting compassion, respect and empathy for all living things by educating the public on Calgary Humane Society and its role in the community.
- Prepare for outreach events (including on and off-site) by gathering supplies, tables, marketing materials, loading the vehicle and ensuring all supplies needed are ready for the event.
- Assist in planning activities, games, prize wheels, and items to be sold that are tailored to each outreach event, birthday party, club or tour.
- When on location, set up and take down information booths with public engagement in mind.
- Assist setting up and cleaning for tours, clubs and events at CHS.
- During events, represent CHS and all departments, build positive relationships with the public and provide excellent customer service.
- Engage with the public, provide information about Calgary Humane Society programs and initiatives including other special events, volunteer and career opportunities, animals available for adoption, as well as directions to public areas
- Aid in tracking inventory and supplies used for each event, club, tour or birthday party.
- Upkeep of the outreach vehicle and onsite Learning Centre, ensuring cleanliness and that supplies are stocked, before and after events.
- Promote a culture of volunteer engagement by building and maintaining relationships with volunteers by participating in volunteer recognition and teamwork.
- Facilitation of clubs, tours, birthday parties and a variety of different outreach events.
- Provide animal handling support to Facilitators and Volunteers, during adoption events, birthday parties, clubs and tours.
- 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 a culture of positivity and openness through face to face communication, active listening, and collaboration.
- Maintain program statistics ensuring data is accurately tracked and recorded by team members

Requirements:

- Minimum high school diploma
- CHS is a COVID-19 Safe Workplace. With limited exceptions, CHS requires all contractors 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.
- 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
- Excellent customer service skills demonstrated through previous work experience.
- Confident and comfortable when public speaking.
- Experience leading a group of staff and volunteers.
- Intermediate skills in Microsoft Office.
- Excellent communication skills, both verbally and in writing.
- 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.
- The contractor will be required to provide a criminal record check at their own expense to be arranged by CHS.
- Strong interpersonal and conflict resolution skills.
- Genuine concern for the welfare of animals.

Physical Requirements:

- Must be physically capable of lifting and carrying up to 50lbs
- Frequent walking, crouching, squatting, kneeling
- Occasional lifting, carrying, and standing, pushing, pulling, sitting, rotating, and climbing
- 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.