

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:

FUND DEVELOPMENT AND EVENT SUPPORT ADMINISTRATOR

- Mainly Monday to Friday plus some weekends for special events (must be available to work on August 5th and August 6th)
- 35 hours per week
- Position Duration: 8 weeks
- Rate of pay is \$16/hour + 6% vacation pay

Reporting to the Director of Communications and Public Relations, the Fund Development and Event Support Administrator is responsible for supporting the Fund Development and Communications team in the successful execution of Calgary Humane Society's summer events. We are seeking an enthusiastic and creative person with exceptional organizational skills and the ability to effectively communicate with a variety of stakeholders.

Duties:

Administration:

- Assist with responding to donor inquiries
- Answer donor calls and processing donations
- Other administrative duties as assigned

Special Events:

- *Dog Jog:*
 - Post-event support in assisting with stewardship activities
- *PAWGUST and Third-Party Fundraising Event support:*
 - Assist with the intake of new third-party fundraising events and updating the calendar
 - Putting together third-party outreach event supplies
 - Attending third-party fundraising events as required
 - Providing stewardship to third party fundraisers and Pawgust supporters
 - Contacting top fundraisers to thank them for their support and to encourage them to continue fundraising
- *Donor Appreciation Night:*
 - Assist with the lead up of the event scheduled for Friday, August 5th
 - Event support on the day of and evening of the event including set up and take down
- *Centennial Celebrations Support:*
 - Assist with the lead up of the event, scheduled for Saturday, August 6th
 - Event support on the day of the event through set up and take down of materials
 - Thanking our donors for their support in helping us prepare for the next 100 years at Calgary Humane Society

This position is being funded by Canada Summer Jobs (CSJ) which provides wage subsidies to employers to create quality summer work experiences for young people aged 15 to 30 years. 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 the beginning of the employment period;
- 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.

Position Requirements:

- 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 to work outside of regular business hours (e.g. evenings and weekends) in order to attend special events
- Intermediate knowledge of Microsoft Office Suite required
- Demonstrated exceptional organizational skills and project management abilities
- Professional interpersonal skills and proven ability to work within a team environment
- Outstanding verbal and written communication skills
- Self-motivated and passionate about achieving established goals and objectives
- Genuine interest in the welfare of animals and values congruent with the organization
- Ability to manage stressful and fast paced situations with professionalism and efficiency
- Valid Class 5 Drivers license with a clean driving record
- Successful candidate will be required to provide a criminal record check at their own expense, to be arranged by Calgary Humane Society

Physical Requirements:

- Must be physically capable of lifting and carrying up to 50lbs
- Frequent walking, standing, and sitting
- Occasional lifting, carrying, pushing, pulling, rotating, climbing, crouching, squatting, kneeling
- Ability to work with and handle a variety of animals, including but not limited to cats, dogs, birds, rodents, and reptiles.

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

Please apply in confidence referencing the job position you are applying for 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.