
Calgary Humane Society is a dynamic, non-profit organization whose purpose is to create a more humane world. As an organization, we act with **Compassion**. We work hard to build **Trust**. And we thrive through **Collaboration**. We take pride in fostering an open, inclusive, creative, and supportive environment.

If your beliefs and values align with ours, we welcome you to apply for any open positions we have on our team.

Calgary Humane Society is an equal opportunity organization. We welcome diversity and appreciate the value of the broad range of perspectives we see from different backgrounds and experiences.

Position Title:**Communications and Event Specialist****Full time | Monday to Friday | 37.5 hours per week**

Calgary Humane Society is seeking an enthusiastic and outgoing Communications and Event Specialist who will assist the communications department in enhancing Calgary Humane Society's brand and profile in the community and help us achieve our mission and vision of helping as many animals as we can. Reporting to the Director of Communications, this role is responsible for both internal and external communication and will assist with the implementation of an innovative communications and marketing strategy to support CHS services, events, programs and key animal welfare issues. The ideal candidate is a multitasker who is a great storyteller with a knack for design, strong attention to detail, and a love of animals.

Duties:

- Support the shelter with the implementation of the organization's internal and external communication strategy
- Ensure consistent voice and brand identity in all shelter communications and promotions
- Create and design promotional collateral, including newsletters, brochures, promotional emails, digital ads, and other requested collateral
- Assist with the planning, design, and production of fundraising events
- Assist with preparing press releases and reports, tracking media coverage and organizing media appearances
- Stay up to date on industry trends and make recommendations to elevate the Calgary Humane Society brand
- Coordinate volunteers, support staff, vendors, and other stakeholders to support communications strategies and promotional events.
- Act as a spokesperson for Calgary Humane Society online and in the community
- Assist in other areas of the shelter when required (including providing support to the Animal Care team)
- Other duties as assigned

Position Requirements:

- Related post-secondary education and a minimum of 3 to 5 years experience in marketing, communications, public relations, graphic design, event management
- Excellent communications skills, both written and verbal
- Comfortable being on camera, including social media, live on-air, and pre-taped interviews
- Experience with Adobe Creative Suite and other design tools such as Canva
- Excellent presentation skills
- Experience working with MailChimp or another email software
- Experience with photography and videography a strong asset
- Strong time management skills and ability to work well under pressure while balancing multiple priorities
- A collaborative and team focused mindset
- Comfortable with, and physically capable of handling and interacting with a number of different animal species, including but not limited to dogs, cats, rabbits, rodents, birds, and reptiles
- Flexibility to work outside of regular business hours to attend evening and weekend events
- 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
- Successful candidate will be required to provide a criminal record check at their own expense to be arranged by CHS

Closing date: Posting will remain open until a suitable candidate is found.

Please submit your cover letter including salary expectation along with your resume and two samples from your portfolio (these could include writing samples, sample promotional material, media releases, event management documents etc.) to careers@calgaryhumane.ca

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