
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:**Humane Education Outreach Facilitator – Part Time****Evenings and weekends | 15 – 20 hours a week (weekly hours are dependent on outreach bookings)**

Reporting to the Team Lead of Humane Education & Outreach, the Humane Education Outreach Facilitator acts as a representative of Calgary Humane Society at outreach events within the community. This role works collaboratively with the Education & Outreach Facilitators, Adoptions, Behavior, and Volunteer Resources & Engagement teams, to provides excellent customer service and to build and maintain strong relationships with members of the public spreading the mission and values of CHS.

Duties:

- Engage with the community by providing information about Calgary Humane Society programs and initiatives, including special events, volunteering, animals available for adoption, upcoming adoption events, and fundraising initiatives
- Help prepare for outreach events and adoption events by loading CHS branded vehicles with event tailored items to make the CHS booth engaging and informative
- Take inventory of outreach supplies and restock as needed
- Assist in procuring new outreach initiatives, markets, and events for CHS to attend
- When on location, set up and take down information booths with public engagement in mind
- Represent CHS at outreach events by building positive relationships with community members and providing excellent customer service
- Promote a culture of volunteer engagement by building and maintaining relationships with outreach volunteers and participating in volunteer recognition and teamwork

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- 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

Position Requirements:

- Flexibility to work days, evenings, and weekends
- Minimum high school diploma
- Genuine concern for the welfare of animals
- Ability to work as part of a team or independently as required
- Intermediate knowledge of Microsoft Office
- Ability to communicate effectively, both verbally and in writing (a written competency assessment may be included as part of the interview process)
- Strong interpersonal skills and the ability to deal with a diverse range of people
- In tandem with the responsibility of facilitating ROVER events, be comfortable driving a large RV style vehicle
- Excellent organizational skills and the ability to manage a wide range of tasks and competing priorities
- Successful candidate will be required to provide a criminal record check at their own expense to be arranged by CHS
- 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
- Physically capable of, and comfortable handling a variety of species including but not limited to: cats, dogs, rabbits, birds, reptiles, and small critters
- Flexibility to work overtime as required
- Physically capable of lifting up to 40 lbs and constantly sitting or standing

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 please.