



Join the team!

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:

Team Lead, Community Outreach & Events – Full Time

Primarily Tuesday – Saturday | 37.5 hours per week

Reporting to the Associate Director of Community Engagement, the Team Lead of Community Outreach & Events' primary responsibility is to lead the Community Outreach staff and volunteers who act as ambassadors for all Calgary Humane Society (CHS) outreach events, community workshops, remote adoption events, and third-party fundraising events. This role works collaboratively with the Team Lead of Humane Education & Outreach, to build community awareness of Calgary Humane Society's programs and services, community initiatives, and positions regarding specific animal-related issues. This position is also responsible for building positive relationships within the Calgary community to further the mission of the organization, promote the humane treatment of all living beings, and encourage empathy and compassion for the animals that share our world.

Leadership:

- Set a positive example for other members in the department by maintaining a positive attitude, participating in departmental activities with enthusiasm, and completing all tasks to the highest ethical standard
- Promote a culture of philanthropy by procuring, building, and maintaining relationships with community partners and participating in established donor stewardship best practices
- Act as a strong ambassador for Calgary Humane Society through enthusiastic promotion of CHS' programs, services, and messaging
- Promote teamwork and comradery by taking initiative to assist teams outside of designated department when help is needed

-
- Oversee the development of direct reports and departmental volunteers, in all aspects of their role, including providing training, coaching, and coordinating internal and external professional development opportunities

Duties:

- Create strong relationships with community partners and local businesses through participation in annual markets, community festivals, and other street fairs.
- Be a positive ambassador and increase the overall presence of Calgary Humane Society within the community
- Seek out new outreach opportunities that align with the organization's goals, mission, and values
- Develop and engage supporters in third-party events, working closely with the Fund Development, Humane Education, and Volunteer Resources teams to ensure donors efforts are supported, and the donors are provided with all necessary materials and supplies, as well as ensuring CHS presence wherever possible
- Build a robust community outreach team through staff and volunteer engagement, training, and team-building efforts
- Take lead on the planning, execution, and responsibility of CHS mobile adoption unit at coordinated remote adoption events
- Participate in meetings as the Community Outreach & Events representative to cultivate effective interdepartmental relationships across the organization
- With support of the Associate Director of Community Engagement, participate in the planning and execution of the annual budget for the department
- Assist with the development and implementation of department manuals, processes, and policies
- Track program and activity statistics through the compilation of monthly reports
- Lead and assist the Outreach Facilitator and Volunteers at events with set up and take down, engaging with the community, providing information about Calgary Humane Society, programs and initiatives including special events, volunteering, animals available for adoption, upcoming adoption events, and promoting fundraising initiatives
- Help prepare for outreach and adoption events by loading CHS branded vehicles, managing supplies and promotional material inventory needed and organizing event-tailored items
- 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 organization's overall mission and vision
- Maintain a culture of positivity and openness through face-to-face communication, active listening, and collaboration.

Position Requirements:

- Genuine concern for the welfare of animals
- Flexibility to work a rotating schedule, including days, evenings, some statutory holidays, and overtime as required
- Flexibility to alternate work week to attend events

-
- Education or experience working as a brand ambassador in promotions, public relations or related field is considered a strong asset
 - Minimum one year experience in a professional leadership role successfully leading and motivating a team
 - Demonstrated resiliency and ability to maintain professionalism in a fast-paced environment while managing emotional situations
 - Strong time management skills and ability to work well under pressure while balancing multiple priorities
 - Strong interpersonal skills and the ability to communicate effectively with a diverse group of people (a written competency assessment may be included as part of the interview process)
 - 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

Physical Requirements:

- Physically capable of, and comfortable handling a variety of species including but not limited to: cats, dogs, rabbits, birds, reptiles
- Physically capable of lifting up to 40 lbs.
- Ability to perform repetitive motions of: sitting reaching, lifting, squatting, bending, pulling

Annual Salary:

Salary commensurate with experience

Benefits:

- 100% employer paid health and dental benefits for employees and their dependents
- Wellness Spending Account
- Vision coverage
- Paid vacation, sick time, wellness days, and paid day off on your birthday
- Matching RSP
- Professional development opportunities
- Discounts on CHS products and services, including adoption fees
- Access to Employee and Family Assistance Program
- Access to reduced rate counseling services

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.