
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 Facilitator – Full Time

- **Sunday to Thursday | 37.5 hours per week**
- **Schedule is primarily 9:00am – 5pm with some late shifts to assist with clubs and tours**

Reporting to the Team Lead of Humane Education & Outreach, this role is primarily responsible to facilitate Calgary Humane Society's educational programs for students in kindergarten to Grade 12. The purpose of these programs is to build community awareness, educate in the areas of responsible pet ownership and humane treatment of animals, promote empathy and compassion for the animals in our community, and provide education on the link between violence towards animals and bullying in children. This role will work collaboratively with all departments at CHS, to provide excellent customer service and build and maintain strong relationships with members of the community and Calgary educators/classrooms by promoting the mission, vision, and values of CHS.

Duties:

- Implement strategic educational programming that promotes awareness of CHS' mission and vision which align with the Alberta program of studies and curriculum.
- Successfully deliver educational programs and activities for Calgary students and classrooms. Programs include field trips, classroom presentations, school tours, and online teacher resources.
- Help develop and maintain department presentations, keeping information up to date and engaging for students.
- Create new educational opportunities for students in kindergarten to Grade 12, to teach about animal welfare, proper pet care, one health, and the five freedoms of animal welfare.
- Support with the booking, registration and scheduling of all department programs and activities.
- Maintain supplies and inventory for educational programs used in field trips and presentations.

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- Assist in the organization, scheduling, and implementation of camps, clubs, birthday parties, community group tours, and other household programs.
 - Collaborate with the other Humane Education Facilitator to plan and schedule Summer Camps and create training resources for Camp Leaders and volunteers.
 - Seek opportunities to promote CHS and humane education programs at community events in order to strengthen relationships with sponsors, donors, and other key stakeholders.
 - Represent CHS at public meetings and community events and strive to build positive relationships between the Society and members of the public.
 - Initiate and maintain positive relationships with educational institutions and other community partners.
 - Assist the Team Lead with the development of department manuals, processes, and policies as assigned.
 - Send, compile, analyze, and report feedback from participant and/or community surveys.
 - Responsible for the maintenance and cleaning of Calgary Humane Society's Learning Center.
 - Other duties as assigned.

Position Requirements:

- Flexibility to work later shifts in the day to accommodate programming.
- Diploma or Degree in Education or related field considered an asset.
- Ability to motivate, inspire, and provide leadership, guidance, and feedback to all age groups.
- Proven positive experience working with youth and delivering effective and relative communication skills.
- Confident and comfortable with public speaking.
- Intermediate skills in Microsoft Word, Excel, and PowerPoint.
- Genuine concern for the welfare of animals.
- Current CPR/First Aid Certification required.
- Strong time management skills and ability to work well under pressure while balancing multiple priorities.
- Strong interpersonal skills and the ability to deal with a diverse range of people.
- Flexible and non-judgmental approach to people and work.
- Ability to maintain a positive can-do attitude even during difficult circumstances.
- A collaborative and team focused mindset.
- Strong administration skills; ability to maintain records and produce clear written and verbal reports.
- Successful candidate will be required to provide an enhanced police information check at their own expense to be arranged by CHS.
- Must be able to provide a clean driver's abstract with at least 5 years driving experience with a Class 5 Driver's License.
- Physically capable of and comfortable handling a wide range of animal species including but not limited to cats, dogs, reptiles, rabbits, and birds.

Annual Salary:**\$33,696.00****Benefits:**

- Full health and dental benefits for employees and their dependents.
- Wellness Spending Account.
- Vision coverage.
- Paid vacation, sick time, and wellness days.
- 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.