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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.

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**Position Title:****Community Outreach & Events Facilitator – Full Time****Sunday to Thursday | Day & Evening Shifts | 37.5 hours per week**

Reporting to the Manager of Community Outreach & Events, the Community Outreach & Events Facilitator is a people person passionate about making connections in the community while representing Calgary Humane Society. This role works collaboratively with CHS' Humane Education and Outreach Facilitators, Adoptions, Behaviour Outreach, Volunteer Resources and Engagement, and Fund Development, to provide 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 third-party fundraising initiatives
- Collaborate with community third-party fundraisers and the Manager of Community Outreach & Events to provide support through materials, guidance, and the necessary promotion so they are successful with their fundraising efforts
- Innovative in developing new outreach and fundraising initiatives, improving on current CHS events and attracting new sponsors and supporters to CHS events
- Help prepare for outreach events such as festivals, fairs and trade shows as well as adoption events by loading CHS vehicles, providing collateral, restocking supplies as needed, and packing any event tailored items to ensure CHS' booth is engaging and informative
- During Outreach events represent CHS and build positive relationships with the public while providing excellent customer service
- Upkeep of CHS vehicles, ensuring cleanliness, and that supplies are stocked before and after events
- Promote a culture of volunteer engagement by building and maintaining relationships with Outreach volunteers, and participating in volunteer recognition, engagement, and teamwork
- 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
- Aid in the tracking of inventory and supplies used for each Outreach event

**Position Requirements:**

- Outgoing, friendly, and relationship focused to foster and enhance connections with individuals and organizations within our community
- One to two years' experience providing administrative and/or other support within the not-for-profit sector considered an asset
- Community fundraising experience preferred
- Event coordination experience preferred
- 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
- Flexibility of working hours and shifts outside of normal business hours including weekends, occasional evenings, and overtime
- Demonstrated resiliency and ability to maintain positive and professional in a fast-paced environment
- Genuine concern for the welfare of animals
- Ability to work as part of a team or independently as required
- 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
- 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

**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:**

\$33,696.00

**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
- Personal and 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](mailto:careers@calgaryhumane.ca)

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