



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:

Manager, Humane Education – Full Time

Sunday to Thursday | 37.5 hours per week | Day and Evening Shifts

Reporting to the Director of Public Relations, the primary role of the Manager of Humane Education is to lead the Humane Education team in the planning, development, implementation, and execution of Calgary Humane Society's educational outreach programs. The purpose of these programs is to build community awareness within the Calgary community in order to educate in the areas of responsible pet ownership, the humane treatment of animals, empathy and compassion for the animals in our community, and the link between violence towards animals and bullying in children.

General:

- Possesses a genuine concern for the well-being of all animals
- Act as ambassador for the society both internally and with external partners and stakeholders
- Champion CHS values of teamwork, respect, compassion, integrity, innovation and commitment in your everyday work and promote organizational values in order to achieve the overall mission and vision of the organization
- Promote a culture of volunteer engagement by building and maintaining relationships with volunteers, participating in volunteer recognition (including monthly and annual volunteer awards), and teamwork
- Promote a culture of philanthropy by building and maintaining relationships with donors and participating in donor stewardship

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- Maintain a culture of positivity and openness through face-to-face communication, active listening, and collaboration
 - Promote teamwork and comradery by taking initiative to assist teams outside of designated department when help is needed

Leadership:

- Set a positive example for other members in the department by maintaining a positive attitude, actively managing emotional situations in a respectful, compassionate, and professional manner while providing exemplary customer service to all patrons of CHS, and by completing all tasks to the highest standard
- Plan and coordinate all aspects to successful and productive weekly department team meetings
- Facilitate morning huddles with the team
- Provide training to the Humane Education team members in all aspects of their roles including providing training documents, coaching, and coordinating internal and external professional development opportunities
- Oversee all aspects of leadership through the recruitment, hiring, training, supervision, and evaluation of Education & Outreach Facilitators and additional seasonal education and outreach staff

Responsibilities:

- Develop and implement strategic educational programming that promotes awareness of CHS' mission, vision, as well as programs and services offered in the community that align with the organizational goals and objectives of the Society
- Lead and assist the Education & Outreach Facilitators in the delivery of educational programs and activities including camps, school tours, presentations and community workshops
- Conduct field trips, school presentations, tours, and community outreach events when required and provide support to the team in ensuring excellence and consistency in the delivery of programs and activities
- With help from the Education & Outreach Facilitators, facilitate the booking, registration and scheduling of all department programs and activities
- Assist the Director team in the implementation and execution of CHS' Strategic Plan focused on building relationships with all segments of our community
- 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 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
- Participate in meetings as the Humane Education & Outreach representative to cultivate effective interdepartmental relationships across the organization
- With support of the Director of Public Relations, participate in the preparation, maintenance, and monitoring of the annual budget for the department
- Assist with the development and implementation of department manuals, processes, and policies
- Track program and activity statistics to ensure data is readily available to use in future planning
- Other duties as assigned

Position Requirements:

- Flexibility to work some evenings and occasional statutory holidays
- Diploma or Degree in Education or related field, or minimum of 5 years experience in working in a related field
- Minimum 3 years' experience in a professional leadership role successfully leading a team
- Previous animal handling experience in a professional capacity 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 with Microsoft 365
- 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
- Able to solve problems effectively and
- Successful candidate will be required to provide an enhanced police information check at their own expense to be arranged by CHS
- Valid Class 5 drivers with a clean driver abstract



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Physical Requirements:

- Physically capable of, and comfortable handling a variety of species including but not limited to: cats, dogs, rabbits, birds, rodents, and reptiles.
- Physically capable of lifting up to 30 lbs.
- Ability to perform repetitive motions of: sitting standing, and walking

Annual Salary:

Commensurate with education and experience

Benefits & Perks:

- 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.