



Join the team!

Calgary Humane Society is a dynamic, non-profit organization whose mission is:
Protect Animals. Support People. Create a More Humane World.

As an organization, we value Compassion, Commitment, Courage, and Collaboration and 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.

Position Title:

Education Facilitator – Full Time

Sunday to Thursday, 9:00AM-5:00PM | 37.5 hours per week | Will require working some evenings.

Reporting to the Manager of Humane Education, this role's primary responsibility is to facilitate Calgary Humane Society's educational programs for students in kindergarten to Grade 12. These programs are intended to educate in the areas of humane and responsible pet ownership and the link between violence towards animals and bullying in children. The Education Facilitator works collaboratively with all departments at CHS to provide excellent customer service and to build and maintain strong relationships with members of the community and Calgary classrooms, by promoting the mission and values of CHS.

Duties:

- Design and implement strategic educational programming that promotes awareness of CHS' mission and vision, that 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, shelter tours, online teacher resources, amongst others.
- 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 educate youth about animal welfare, proper pet care, one health, and the five freedoms of animal welfare.
- Provide support with the booking, registration, and scheduling of all department programs and activities.
- Maintain supplies and inventory for education programs used in Field Trips and

Presentations.

- Assist in the organization, scheduling and implementation of camps, clubs, birthday parties, community group tours, and other household programs.
- Collaborate with the Humane Education team to plan and schedule Summer/Winter 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 Manager with the development of department manuals, processes, and policies & procedures as assigned.
- Send, compile, analyze, and report feedback from participant and/or community survey's
- Responsible for the maintenance and cleaning of Calgary Humane Society's Learning Centre.
- Assist in other departments when required.

Position Requirements:

- Flexibility to work evenings and occasional statutory holidays.
- 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 all 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.
- Physically capable of, and comfortable handling a variety of species including but not limited to: cats, dogs, rabbits, birds, reptiles, and rodents.
- Flexibility to work overtime as required.
- Physically capable of lifting up to 30 lbs.
- Ability to perform repetitive motions of sitting reaching, lifting, squatting, bending, pulling



Join the team!

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- 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

Annual Salary:

\$33,696.00

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.