



Title: Educational Outreach Program Coordinator: May-August Employment

Employer Details:

Calgary Wildlife Rehabilitation Society (Calgary Wildlife) is a registered non-profit established in 1993 to provide professional care for wildlife rehabilitation. Our goal is to Rescue, Rehabilitate and Release –the three R’s of responsible wildlife management. CWRS is an accredited veterinary wildlife hospital located within The City of Calgary. Each year we receive over 2,400 injured or orphaned wild animals and respond to thousands of wildlife-related calls from the public.

Job Description:

Calgary Wildlife has an exciting opportunity for a motivated Educational Outreach Program Coordinator. Under the supervision of senior wildlife staff and the Executive Director, the Educational Outreach Program Coordinator is responsible for engaging the public in the work of Calgary Wildlife. The successful candidate will find creative ways to engage the public in meaningful and positive wildlife experiences. You will prepare Calgary Wildlife for a bright digital future, expanding our social media presence, create virtual education and outreach experiences and expand our communications platform. This position requires weekday, weekend and evening work and is physically demanding. Successful candidates can expect to be challenged and gain knowledge in wildlife encounters, communication skills and wildlife education as it related to the Alberta science curriculum. This is a unique experience in our hands on, fast-paced work environment.

Responsibilities include:

Exceptional customer service when communicating with Calgary Wildlife Supporters (volunteers, donors and public).

Create engaging material for a wide range of audiences, some material must relate to the Alberta science curriculum (K-Gr. 12), educational experiences for the experienced wildlife enthusiast, expand communications such as social media, community journals, volunteer and member engagement.

Qualifications/Requirements:

Applicant must be 18 years of age or older

Preference given to B.Ed or B.Comm or B.Sc. (Biology, Ecology etc.) or related education

Preference given to those with experience in developing/presenting wildlife material to a wide range of audiences. Highlighting experience in virtual engagements.

Have a passion for wildlife rehabilitation, husbandry, veterinary medicine, wildlife conservation, ecology, or related field.

Strong work ethic, dependable, honest

Work well as a team and under minimal supervision

Strong communication skills (both written and verbal English) and professional telephone etiquette

Ability to work under pressure and multi-task

Position requires physically fit candidates (must be able to lift 30 - 50lbs)

Must be available to work days, evenings and weekends, During the summer months Calgary Wildlife is open 7am – 9pm, 7 days a week.

Work safely, and train others accordingly

*The number of positions being offered depends on the money received from Canada Summer Jobs Grant. As such applicants must meet the employee eligibility set out by Canada Summer Jobs Grant <https://www.canada.ca/content/dam/canada/employment-social-development/services/funding/csj2021-applicant-guide.pdf> which includes:

- Must be 30 years of age or younger as of May start date.
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Salary: \$15.00/hr

If you are interested in this exciting opportunity at Calgary Wildlife, please submit your resume, 1-page cover letter and availability via email to admin@calgarywildlife.org by **March 24, 2021** *If you are interested in more than one position please include all position you are interested in, in the subject line of your email. You will only be considered for the positions you apply for. No phone calls please.