



Join the team!

Calgary Humane Society (CHS) 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:

Communications Assistant – Temporary Full-Time

8-week term position | Tuesday to Saturday | 35 hours per week | \$17.00/hour + 6% Vacation Pay

Reporting to the Manager of Communications, the Communications Assistant is a people person who is passionate about elevating Calgary Humane Society's brand in the community. The Communications Assistant works collaboratively with CHS' Graphic Designer, Digital Content Producer, and Community Outreach Team by providing support preparing for two of our signature events as well as attending various markets, fairs, and outreach events and gathering and posting content on CHS' Social Media channels.

Duties:

- Assist with the installation of advertising including bridge banners for upcoming events.
- Assist the Community Outreach team with handing out fliers and advertising materials while building relationships within our community.
- Assist with photography and videography of animals, special events, outreach events, and markets using equipment provided.
- Publish updates and event and outreach related content on CHS' social media channels.
- Assist the Communications team with media appearances including preparing for media segments by reviewing animal notes, preparing CHS vehicles for animal transport if there is travel involved, and assisting with animals featured in the segments.
- Assist the Animal Care team on an as-needed bases, including doing laundry, dishes, and assisting with cleaning animal enclosures and feeding animals.
- Provide enrichment for animals including walking dogs and spending time with cats in their enclosures or lifestyle rooms.

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- Provide support organizing digital and hardcopy content ensuring media files are easy to access.
 - Attend team meetings and contribute ideas to brainstorming sessions and assist with building out a strategy for the team.
 - Maintenance of Communications Department equipment as required.

Canada Summer Jobs Grant:

In anticipation of wage subsidies through the Canada Summer Jobs Grant, successful candidates must:

- Be between the 15 and 30 years of age at the beginning of the employment period;
- 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.

Each year, the Government establishes National Priorities for the Canada Summer Jobs program to reflect Canada's diverse population and evolving needs.

To improve labour market outcomes for youth, including those facing unique barriers to employment, for 2024 the Canada Summer Jobs program has established 5 National Priorities. Calgary Humane Society is proud to support 2 of the National Priorities and we welcome and encourage applications from qualified candidates who represent the following:

1. Youth with disabilities
2. Youth that are underrepresented in the labour market, including black and other racialized youth, Indigenous youth, 2SLGBTQI+ youth.

In addition to the above requirements the following position requirements also apply:

- Minimum high school diploma or equivalent
- Genuine concern for the welfare of animals.
- Flexibility to work a varying schedule to accommodate special events and community outreach initiatives.
- Strong videography and photography skills using a DSLR required.
- Intermediate knowledge of Microsoft Office.
- Beginner level proficiency in Adobe programs is considered an asset.
- One to two years' experience providing administrative and/or other support within the not-for-profit sector considered an asset.
- Comfortable being on camera, including social media, live on-air, and pre-taped interviews.



Join the team!

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- 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.
 - Clean 3-year Class 5 drivers' abstract.
 - Able to safely and comfortably handle a variety of species including but not limited to: cats, dogs, rabbits, birds, reptiles, and rodents.
 - Flexibility to work overtime as required.
 - Handling, moving, lifting, and pulling equipment and animals up to 40lbs.
 - Repetitive motions of sitting reaching, lifting, squatting, bending, pulling.

Closing date: Posting will remain open until a suitable candidate is found.

We encourage applicants from diverse backgrounds to apply. Please submit your cover letter and resume, indicating the job title in the subject line, to summer.jobs@calgaryhumane.ca

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