



## GUELPH HUMANE SOCIETY

**TITLE:** Education & Community Programs Coordinator

**LOCATION:** 190 Hanlon Creek Blvd.

**HOURS OF WORK:** 40 hours/week; Tuesday – Saturday, some evening and weekend shifts

**TYPE:** Full time permanent

### **JOB SUMMARY:**

Under the direction of the Manager, Community Programs & Outreach, the Education & Community Programs Coordinator will coordinate all aspects of the Humane Education Program at the Guelph Humane Society and will assist with the delivery of community programs, outreach, and communications activities.

The successful candidate will have a passion for developing impactful educational programming for kids, youths and adults. The incumbent will provide exceptional customer service, excellent communication, leadership, and organization skills, and will demonstrate a positive attitude, while supporting the overall mission and values of the GHS.

### **KEY RESPONSIBILITIES:**

- Develop innovative curriculum and oversee the administration and coordination of the Humane Education Program (GHS Kids programs including: camps, birthday parties, PA days, community group tours and visits, and more.; Adult Education programs such as webinars and in-person events);
- Coordinate and oversee a small team of part-time GHS Kids Program Facilitators, Critter Camp Leaders, and volunteers including regular communication, mentoring, and scheduling for programs;
- Create and sustain a communication and marketing strategy to encourage recruitment and retention of program participants, including distribution, the development and execution of GHS Kids Club eNewsletter; and the creation of educational content for GHS communications channels such as Paw Press, GHS's blog and social media;
- Research, develop, and implement (in conjunction with Manager, Community Programs & Outreach) new and existing community programs and initiatives that support the human-animal bond;
- Deliver and/or facilitate webinar and in person education programs;
- Maintain program registration, respond to inquiries, manage the program schedule, research and schedule guest speakers, maintain the budget, and generally ensure the overall success of GHS programs;
- Conduct presentations and/or shelter tours for volunteers, special interest groups, and the general public;
- Evaluate and report on the impact of the organization's education and community programs;
- Respond to inquiries about the education and community programs and ensure that members of the public receive a high-level of professional, prompt and friendly service;
- Collaborate with other departments on organizational-wide initiatives;

- Embrace and consistently enact organizational values of respect, caring, integrity and partnership, supported by being authentic and accountable to yourself and the whole team;
- Perform other duties as assigned.

**KEY SKILLS AND QUALIFICATIONS:**

- Post-secondary education in a related field preferred, with 2-3 years experience working with community members and/or children, youth and adults; understanding of animal welfare is considered an asset;
- Experience developing new programs, administering programs and evaluation;
- Demonstrated ability to provide advice, education and support to the public in a non-judgmental, empathetic and compassionate manner;
- Experience or training in project-management with ability to work under pressure, manage multiple projects (multitask) and respond promptly to a variety of requests in a high-paced and reactive environment; Superior organizational skills;
- Excellent written and presentation skills, with ability to adapt to different situations and audiences; Comfortable presenting to groups and motivating volunteers and participants;
- Demonstrated excellence in customer service and public relations skills, with the ability to handle large groups, difficult clients and high stress situations;
- General knowledge of on-boarding and training;
- Demonstrated ability to work in team environment and communicate positively and effectively with a variety of audiences;
- Comfortable handling domestic animals of all types and some general knowledge of animal care/responsible pet ownership;
- Proficient in Microsoft Office and demonstrated ability to learn new software quickly; experience with Raiser’s Edge and design programs, such as Canva, considered an asset;
- First Aid and CPR Certified required; Safety conscious with demonstrated knowledge of best practices in health & safety;
- Valid Ontario Driver’s License with access to a vehicle; clear Police Record Check including Vulnerable Sector screening.

If you are interested in this opportunity and have the above qualifications, please forward your resume and covering letter with salary expectations to:

Katherine Leonard  
 Manager, Outreach & Community Programs  
 Email: [careers@guelphhumane.ca](mailto:careers@guelphhumane.ca)  
[Subject line: Education & Community Programs Coordinator](#)

***Deadline for applications is Friday, February 3, 2023, at 5pm. Applications will be reviewed as they are received, and the position will be filled when the right candidate is identified.***

*We welcome diversity, value differences, and foster inclusion in our employment practices. We invite applications from all qualified individuals who are philosophically aligned with our mission, vision, and values.*

*GHS welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment process.*

*We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.*