

Program Administrator, Community Engagement-Temporary Full Time

Please note, this is a temporary assignment expected to end in 18 months, with the possibility of extension.

The Edmonton Humane Society (EHS) currently has a full-time opportunity for a personable and well-organized individual to work in an industry leading animal shelter as Program Administrator, Community Engagement. This position would be responsible for the administration of volunteer services and other stakeholder programs. The following duties will be assigned to this position:

Duties:

- Recruitment Volunteers and Foster Parents to meet EHS' organizational needs
- Coordinate training and onboarding according to EHS standards for all new volunteers
- Administration of Volunteer Program including maintaining the database, answering questions via phone and email
- Provide a high standard of service to Volunteers and Foster Parents
- Supervision of volunteers at major organizational events (e.g. Pets in the Park)
- Coordinate and execute all volunteer opportunities including Persons with Disabilities, Corporate and Youth programs service

Job Requirements:






- Completion of high school diploma
- Experience in customer service and program coordination
- Excellent computer skills, with proficiency in MS Office Suite
- Ability to work independently with minimal supervision
- Ability to multi-task and work within timelines
- Ability to communicate effectively both orally and in writing
- Skilled in time management and planning
- Ability to anticipate needs and see opportunities for growth and improvement
- Ability to build and maintain relationships with volunteers, stakeholders and organizations
- Knowledge of animal welfare field is an asset
- Knowledge of Volgistics, Shelter Buddy, Moodle, and/or Eventbrite systems is an asset

Wages and Hours:

Wage: Commensurate based on education and experience

Hours: 40 hours per week, scheduled as needed. Must be flexible and able to work weekends and evenings as scheduled.



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Please apply with cover letter and resume, including your salary expectation, to HR@edmontonhumanesociety.com

Position will remain open until a suitable candidate is found.

The Edmonton Humane Society appreciates and considers all resumes received but will only be contacting those applicants who have been selected for an interview.