

Animal Flow Specialist Full-Time Permanent

About EHS

The Edmonton Humane Society has been an animal welfare leader in the Edmonton community since 1907. We are a safe haven for thousands of animals in our care each year. EHS plays a key role in the Edmonton region by enriching the lives of people and their companion animals not only through our sheltering, but through our programs, services and community engagement.

The Role

Reporting to the Director of Operations, the Flow Specialist is responsible for the pathway planning of shelter animals at the Edmonton Humane Society. The Flow Specialist works with managers and staff in the animal care, adoptions, medical and behaviour teams to move animals from intake to outcome with the shortest length-of-stay using evidence-based and best practices in animal sheltering. Overall, the Flow Specialist monitors population-level metrics to make data driven decisions to ensure efficient flow of animals through shelter and maintain a humane capacity.

Skills & Abilities

As the ideal candidate, you have a passion for using research, gathering statistics and metrics, as well as the population we serve (our animals!). You strive for continuous quality and process improvement and have excellent organizational, time management, communication and presentation skills. In addition, you will possess strong attention to details and the ability to work independently and as a part of a team.

Key Roles & Responsibilities

This position is responsible for a variety of duties as follows:

Animal Flow & Capacity

- Utilize EHS calculators to monitor the shelter and foster population to support efficient animal flow and maintain a humane capacity
- Liaise with the Foster Coordinator to develop and implement processes that move foster animals efficiently between the shelter and foster homes
- Research and implement current evidence-based practices in animal sheltering to optimize animal flow through the shelter
- Develop, implement, and maintain a system that collects relevant information
- Coordinate with Adoptions staff to collect and upload videos/photos of shelter animals to promote adoptability and recommend animals to promote on media platforms to Communications & Marketing

Database Management & Reporting

- Administer, maintain and update database software
- Update animal statistics in various reporting templates
- Develop performance metrics related to animal flow and capacity

Education & Experience

- Bachelor's Degree in Animal Science, Business Management, Financial Management or related field and/or equivalent combination of education and experience
- A minimum of three (3) years of experience in animal science, animal welfare or related field
- Previous working experience as a business analyst and/or in a shelter environment would be a definite asset

Compensation/Hours

Compensation: EHS offers a competitive Not-For-Profit compensation package which includes a comprehensive benefits package, and a strong work-life balance.

Hours: 40 hours a week; however, is expected to work hours as required to fulfill department responsibilities and some evenings and weekends may be required.

How to Apply

If you are looking for a rewarding career in an exciting, fast paced environment, then we invite you to forward your resume and salary expectations, in confidence, by email to hr@edmontonhumanesociety.com

The Edmonton Humane Society is an equal opportunity employer and we thank all applicants for submitting their resume. However, only those candidates considered for employment will be contacted.