

Coordinator, Foster program

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 Manager, Animal Care & Support Services; the Coordinator, Foster Program manage the foster volunteers and work with other departments to ensure appropriate animal flow in and out of foster homes

Key Roles & Responsibilities

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

- Manage database of foster volunteer information
- Match available foster animals with appropriate foster volunteers
- Schedule foster appointments, pickups, etc. and respond to queries via email, phone, in-person
- Identify recruitment opportunities to add new foster volunteers
- Administer the intake and training completion for new foster volunteers
- Develop and maintain training materials for new foster volunteers
- Identify opportunities for group or individual training
- Coordinate specific training opportunities for foster volunteers with other departments (e.g. medical)
- Plan and execute specific foster recognition events
- Address any concerns from foster volunteers

Education and Requirements

- High School Diploma
- A minimum of 2 years of administrative experience working in a service oriented environment with demonstrated customer service skills
- Proficient in MS Office and other software programs
- Experience with volunteer management programs (Vlogistics) would be an asset
- Knowledge of the animal welfare field



Skills and Abilities

As the ideal candidate, you have a passion for people, performance and diversity within the lens of animal welfare. You have strong interpersonal communication skills including written and oral proficiency in dealing with volunteers and staff at all levels of organization. You have ability to work in a computerized environment with a variety of software and database programs.

You have strong time management skills, ability to work independently and as a part of a team and possess knowledge of animal welfare principles and basic animal care.

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.