



Coordinator: Humane Education French- Full Time

The Ottawa Humane Society is a non-profit, community-based organization and a registered charity. Since 1888, we have been the leading organization providing a safe haven for sick, injured and homeless animals in Ottawa. For more information on the Ottawa Humane Society, visit us at: <http://www.ottawahumane.ca>.

Under the direction of the Manager: Outreach and the Supervisor: Programs, the Coordinator: Humane Education-French is responsible for coordinating and delivering Ottawa Humane Society (OHS) humane education activities. We offer a competitive wage range \$23.78 to \$28.95 per hour, commensurate with experience. As well, we offer generous sick leave, vacation, life insurance, long term disability, employer paid extended health and dental benefits and a registered pension plan. This is a full time permanent position working 75 hours biweekly.

What would you do?

- Be aware of and make use of community resources
- Develop and deliver workshops for children, youth, adults and other professionals
- Design, write and publish OHS educational materials
- Train, supervise and coordinate volunteers
- Coordinate OHS special events and activities
- Seek and maintain partnerships in the community to further program and OHS goals
- Seek funding opportunities to further department and OHS goals
- Represent OHS in a professional manner
- Be thoroughly familiar with pertinent legislation, regulations, guidelines and OHS policies and good animal care practices
- Participate in supervision, evaluation and training sessions
- Maintain OHS facilities and equipment
- Prepare accurate expense accounts and other forms
- Research and produce written reports and records
- Network with other service providers and professionals
- Attend staff meetings and other meetings as required
- Provide training and orientation to new staff as required
- Be familiar and ensure compliance with all health and safety policies and procedures
- May be required to train and supervise student, volunteer and work placements
- May be required to assume the responsibilities of supervisor
- Plan and develop the Humane Education program and activities in cooperation with other programs and departments
- Participate in appropriate OHS committees
- Contribute to ongoing evaluation of program objectives
- Participate in the identification and achievement of OHS objectives
- Maintain a comprehensive knowledge of social, environmental and cultural issues relating to animal health and welfare and community needs
- May be required to participate in public relations and promotional activities
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What are we looking for?

- 2 to 3 year post-secondary graduation degree or diploma
- Experience in group facilitation
- Experience in planning and program development
- Demonstrated strong interpersonal and communication skills
- Demonstrated excellent customer service, crisis management and conflict resolution skills
- Demonstrated excellent teamwork abilities
- Demonstrated ability to relate well to people from a wide variety of backgrounds
- Proficiency in Microsoft Word, Excel and Outlook
- Advanced verbal and written skills in English are required
- Bilingualism (English/French) is required

Please contact careers@ottawahumane.ca if you would like a copy of the full job description.

Individuals are required to be fully vaccinated against COVID-19 as a condition of being hired by the OHS. Medical exemptions and accommodation under human rights legislation are considered under the vaccination policy.

How to Apply: If you are interested in this opportunity and have the above qualifications, please forward your resume and cover letter to the attention of the Manager, Human Resources via email to careers@ottawahumane.ca.

The Ottawa Humane Society is an equal opportunity employer. The OHS offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by the OHS regarding a job opportunity, please advise prior to the interview if you require accommodation.

We thank all applicants for applying, however, only candidates selected for interviews will be contacted. No phone calls please.