



## Ottawa Humane Society Job Description

<b>Job Title:</b>	Coordinator: Humane Education - French
<b>Reports to:</b>	Manager: Outreach

### JOB PURPOSE

The Coordinator: Humane Education is responsible for coordinating and delivering outreach and humane education programming of the Ottawa Humane Society (OHS)

### DUTIES AND RESPONSIBILITIES

- Develop, plan and deliver outreach department programming in cooperation with other programs and departments
- Develop and deliver educational workshops for children, youth, adults and other professionals
- Design, write, and publish OHS educational materials
- Coordinate and implement relevant OHS programming
- Seek and maintain partnerships in the community to further program and OHS goals
- Seek funding opportunities to further department and OHS goals
- Maintain program facilities, equipment, and educational resources Support the activities of volunteers, students and work placements and provide orientation, training, and supervision
- Be thoroughly familiar with pertinent legislation, regulations, guidelines, OHS policies, procedures, collective agreement, and good animal care practices
- Produce and maintain accurate reports, records, and files
- Participate in supervision, evaluation, training and other meetings as required
- Participate in the identification and evaluation of OHS program goals and objectives
- Participate in professional development opportunities
- Represent the OHS in a professional manner
- Participate in public relations and promotional activities as required
- May be required to assume some of the responsibilities of the Manager: Outreach

### QUALIFICATIONS

- Post-secondary school diploma or equivalent
- Certificate in education or adult education preferred
- Minimum of one year of experience in group facilitation, program planning, development and delivery
- Minimum of one year experience working closely with volunteers and community partners
- Experience working with children and youth preferred

- Proficiency in Microsoft Office Suite
- Professional working proficiency in spoken and written English, and full professional proficiency in spoken and written French are required

### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

- Employee may be required to work evening, holiday and weekend shifts
- Employment is conditional upon successful completion and maintenance of Current Standard First Aid CPR-C and AED Certification
- Employment is conditional upon having and maintaining a valid driver's license
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

<b>Approved by:</b>	
<b>Date approved:</b>	July 2022
<b>Last reviewed:</b>	