



Community Outreach Coordinator

Are you passionate about animal welfare and community engagement? We are seeking a dedicated Community Outreach Coordinator to join our team. This role supports our Human Animal Support Services (HASS) initiatives, community outreach, and pet retention programs. The ideal candidate will have a significant understanding of systemic issues affecting underserved populations, a commitment to serve the community, and a desire to address racial and economic injustice.

What you will be doing:

- Oversee and contribute to all aspects of HASS programs, including relationship building, outreach, data collection, and transport.
- Ensure the HASS program operates according to its model, approach, and philosophy of increasing equity in access to resources.
- Conduct ongoing community outreach to pet owners, focusing on providing veterinary care, pet supplies, and other services.
- Collaborate with other departments to refer community members or social support staff for programs and services.
- Work with the Clinic team to organize and execute onsite and offsite clinic programs and services.
- Manage the organization's Pet Pantry Program, including sourcing food and supplies.
- Lead and organize offsite events and identify community events to reach targeted audiences.
- Cultivate strong relationships with local social service agencies and programs to further the HASS program impact.
- Support intake and animal service teams in creating, implementing, and enhancing general pet owner support and surrender prevention efforts.
- Develop handouts, marketing materials, scripts, and other talking points for communication with the public.
- Ensure stellar customer service when working with clients and stakeholders.
- Support the training and education of volunteers, staff, and the public on HASS program elements.
- Assist the development team in sourcing donated stock/product for clinics/pet pantry and identifying potential corporate donors.
- Oversee volunteers related to outreach programs.
- Perform administrative tasks as required.
- Complete other duties as assigned.

Qualifications & Skill Required:

- Diploma or Degree in animal welfare, social studies, or social work.
- Experience providing and coordinating direct services to diverse audiences.
- Three years or equivalent experience in animal sheltering, community outreach, and/or social services.
- Significant understanding of systemic issues affecting underserved populations.
- Self-motivated and able to work independently.
- Commitment to treat animals and people with respect and kindness.
- Effective communication skills for a variety of audiences.
- Availability to work weekends and evenings as needed.
- Comfortable in large group settings and giving presentations.
- Comfortable around various animals, including cats, dogs, small animals, pocket pets, birds, and reptiles.
- Knowledge of progressive humane animal diversion and intake philosophies and practices is a plus.
- Completed trauma-informed care training is a plus.
- Valid driver's license and access to a reliable vehicle.

The Perks:

- Annual Salary of \$38,000-46,000
- Three weeks' vacation annually
- Comprehensive health and dental benefits
- Organization RRSP matching program
- Employee Assistance Program
- Flexible work schedule
- Access to staff pet food program (discounted retail prices)
- Access to staff veterinary services program
- An environment always filled with adorable animals
- Bring your pet to work OR enjoy others pets while you work!

If this role is calling your name, we look forward to hearing from you! Please forward your resume and cover letter to hr@kwsphumane.ca

The full job description is available at <https://kwsphumane.ca/careers>.

The Humane Society warmly welcomes applications from people of all backgrounds and groups. We are committed to a culture of inclusivity and collaboration that celebrates diverse perspectives and voices.

We thank all candidates for their applications; however only those selected for an interview will be contacted.