

**Humane Canada™ is seeking a Coordinator, Policy and Research as part of the Canada Summer Jobs Program, to support our policy and research work primarily in analyzing and evaluating Canada's policies and laws supporting the humane treatment and consideration of animals.**

<b>Position Title:</b>	<b>Coordinator, Policy and Research</b>
<b>Reports to:</b>	<b>Manager, Policy and Research</b>
<b>Location:</b>	<b>Canada (fully remote position)</b>
<b>Hourly Wage:</b>	<b>\$14</b>
<b>Position Type:</b>	<b>8 week contract with the possibility of extension to a permanent position</b>
<b>Eligibility:</b>	<b>Must be between 15 and 30 years of age (inclusive) t the start of employment; Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and Must be legally entitled to work according to the relevant provincial/territorial legislation and regulations. Please note: International students are not eligible.</b>

## Overview

Humane Canada is Canada's federation of SPCAs and humane societies. Through its work with stakeholders, Humane Canada is active in developing standards and positions with regard to animal welfare in diverse areas. In a new research project, we will begin to measure the status and progress of the humane treatment and consideration of animals by reviewing a number of indicators from across Canadian society, including laws and policies that impact animals used for food, science, and as companions, as well as wildlife.

## Responsibilities

- Conduct desktop research and telephone calls to collect specific information regarding various laws and policies impacting animals.
- Communicate regularly with the Policy and Research Manager on research findings, challenges, and questions.
- Accurately track details of research conducted and ongoing findings in clearly prepared documents for use by other members of the research team.
- Support other areas of Policy and Research work, as needed and as directed by the Policy and Research Manager.
- Other duties related to the administration Humane Canada programs, as needed.

## Your qualifications

- **Education/Experience** – Successful completion of a university social science or science degree with experience doing desk research. Additional 2-3 years of research experience is an asset. Preference will be given to those holding a degree/diploma/certificate or courses in animal welfare or animal behavior, policy or law.
- **Languages** – English is essential; bilingual (English/French) is an asset.
- Strong communication and problem-solving skills
- Excellent interpersonal and organizational skills.

- Very organized, pays close attention to details, and proactively follows up
- Excellent written and verbal communications skills.
- Excellent analytical skills and ability to prioritize to meet required deadlines.
- Able to critically review, assess and use credible information on the Internet.
- Able to work fairly autonomously and also as part of a team.
- Understanding of and commitment to principles and values espoused by Humane Canada.
- Advanced computer skills. Software knowledge should include: Microsoft Office, Adobe Acrobat, spreadsheet programs, etc.
- Flexible and adaptable to a constant shift of priorities

**Remote nature of position:**

- Role is fully remote and successful candidate would be required to perform responsibilities reliably and effectively through technology.
- Working hours are flexible but availability will be required on occasion between 9am and 5pm EST (Eastern Time Zone).

**More about Humane Canada™**

Founded in 1957, Humane Canada™ represents SPCAs and Humane Societies from coast to coast to coast as well as an increasing number of municipalities, animal welfare groups and rescue organizations that make up the sector. We have a simple vision – **a humane Canada**. This vision was so important to us that in 2018 we publicly changed our name to Humane Canada. To achieve that vision we drive positive, progressive change to end animal cruelty, improve animal protection and promote the humane treatment of all animals.

As the convener of the largest animal welfare community in Canada, we advance the welfare of animals, with a strong national voice promoting the interests and concerns of animal welfare to government, policy makers, industry, and the public. We believe that each animal possesses intrinsic value, remarkable complexity, and inherent dignity, and as such is deserving of respect and moral concern. We elevate animal welfare through our values of collaboration and evidence-based thought leadership while building integrated, strategic professional teams that utilize systems thinking to create an effective and lasting change.

**Should you be interested in learning more about this impactful opportunity with Humane Canada™, please apply today with your resume and a letter of introduction to [careers@humanecanada.ca](mailto:careers@humanecanada.ca) by October 30, 2020.**

**Humane Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.**

**We thank all candidates for their interest, however, only those selected for an interview will be contacted.**