

Humane Canada is seeking a Coordinator, National Pet Food Bank, to assist in the execution of a two-year project aimed at keeping pets and families together.

Position Title:	Coordinator, National Pet Food Bank
Reports to:	Manager, National Pet Food Bank
Location:	Canada (fully remote position), all meetings held online
Salary:	\$24 per hour
Benefits:	N/A
Position Type:	Part-time, 17.5 hours per week, fixed contract to June 2024

Overview

Humane Canada is an organization that works towards the respect and humane treatment of all animals within Canada. As a team member, you will work with a dynamic group that advances the welfare of animals on a national stage and will be involved in promoting the interests of animals to government, policy makers, industry, and the public at large.

The Coordinator, National Pet Food Bank will assist with the development, implementation, and evaluation of Humane Canada's National Pet Food Bank Strategy. The objectives of the National Pet Food Bank Strategy are to:

- provide national leadership that supports a collaborative, accessible and sustainable network of pet food assistance services aimed at keeping pets and families together and reducing pet relinquishment.
- develop an interactive map that includes baseline data and an evaluation system.
- maintain an emergency grant program for organizations to support the immediate needs of people who are experiencing financial challenges.

Responsibilities

- Support the implementation and evaluation of the National Pet Food Bank Strategy.
- Assist in the creation of an interactive map that will identify pet food assistance programs across the country.
- Conduct desktop research and telephone calls to collect specific information regarding various pet food assistance programs.
- Track progress and evaluate results through regular meetings with the Manager, National Pet Food Bank.
- Communicate regularly with the Manager, National Pet Food Bank on activities, challenges, and questions.
- Develop and maintain professional communications with project stakeholders.
- Participate in meetings and work effectively with all members of the Humane Canada team.
- Other duties related to the project, as needed.

Your qualifications

- **Education/Experience** – Successful completion of a post-secondary diploma and 2-3 years of experience in the social services or animal welfare sector.
- **Languages** – English is essential; bilingualism (English/French) is an asset.
- Proven ability to multi-task and support complex projects.
- Excellent written and verbal communications skills.
- Strong analytical and problem-solving skills, pays close attention to details and proactively follows up.
- Excellent interpersonal and organizational skills.
- Able to work both autonomously and as part of a team.
- Understanding of and commitment to principles and values espoused by Humane Canada.
- Flexible and adaptable to a constant shift of priorities.

Remote nature of position:

- This role is fully remote, and the successful candidate would be required to perform responsibilities reliably and effectively through technology.
- Working hours are flexible but availability will often be required between 9 a.m. and 5p.m. EST.

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 by August 12, 2022.

Humane Canada welcomes applications from candidates that reflect the diversity of our communities. We strongly encourage BIPOC, LGBTQ+, gender-diverse, newcomer, and other equity-deserving candidates to apply.

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.