



WANTED

Program Support Administrator

Calgary, Alberta

Full-Time (40 hours)

Looking for an enthusiastic, creative team player to support our team in Calgary.

THE POSITION: We are looking for an enthusiastic, highly-organized, animal-loving administrator to assist staff and volunteers to keep our dog, cat and critter program running smoothly and efficiently at our Calgary shelter, helping to find over 4,000 animals new loving homes each year. Reporting to the Stakeholder Relations Manager, the Program Support Administrator supports the functioning of AARCS programs by writing website biographies for animals in shelter, working with the adoption team to facilitate adoptions of dogs, cats and small animals onsite, data entry and database management.

DUTIES:

- Write and submit bios and photographs for animals in shelter that are cleared for adoption.
- Review and edit bio submissions for animals before they are added to the website.
- Perform regularly scheduled database audits to ensure accuracy in animals file, statistics and appropriate follow up.
- Data entry and required, including licensing, foster communication notes and behaviour clearances.
- Assist cat, dog and critter adoptions teams with screening potential applicants and facilitating adoption applications for animals in shelter.
- Oversee administration of Spay Neuter Assistance Program files, including entered data into Pet Point database and reporting statistics.
- Assist with facilitating the Food Assistance Program in Calgary.
- Support Compassionate Care Program as requested by management.
- Assist with coverage for reception, as needed.
- Provide animal care support when requested by program staff.

POSITION REQUIREMENTS:

- Genuine interest in animal welfare.
- Three years administrative experience.
- Creative writing skills for writing animal bios for their adoption profiles.
- Highly proficient in computers including Microsoft, email, website, database experience, typing skills. Experience with Petpoint considered an asset.
- Confident to handle animals.
- Excellent verbal, written communication and interview skills.
- Maintain the highest standard of accuracy, professionalism and confidentiality.
- Diligent attention to detail, strong organizational abilities, and time management skills are required

- Ability to work in a team environment.
- Highly developed cooperation, collaboration and problem-solving skills.

BENEFITS:

- Flexible schedule.
- Health, Dental and Life and Disability Benefits.
- 3 weeks paid vacation, statutory holidays and flex time.
- Continuing education perks.
- Discounted pet food, services and supplies.
- Use of company vehicles.

Hourly Rate: \$40,000-\$42,000 annually

ABOUT US: ALBERTA ANIMAL RESCUE CREW SOCIETY is a registered non-profit charity based in Calgary, Alberta with a second shelter in Edmonton, Alberta. At AARCS, we are passionate about animals, but at the heart of our organization is people. Our mission is ***Changing Lives Through Kindness***. AARCS Safe Haven is a busy animal shelter with an onsite veterinary hospital for our animals and is the hub from which our Calgary staff and volunteers work. North Haven is a shelter and cat adoption center and is the hub for our Edmonton staff and volunteers. These facilities facilitate intake, assessment, care and adoption for thousands of animals every year. We also have numerous community support programs to help people and pets including, Pet Food Bank, Spay/Neuter programs, and Animal Disaster Response.

Apply Now: Qualified candidates should forward a cover letter and resume via email to Rachel Cote, Stakeholder Relations Manager at careers@aarcs.ca with Program Support Administrator in the subject line. This position will remain posted until a suitable candidate is found.