



**AARCS**  
ALBERTA ANIMAL  
RESCUE CREW SOCIETY

**WANTED**

## Edmonton Animal Care & Adoptions Coordinator

Location: North Haven - Edmonton  
Permanent Full Time - 40 hours a week

**Looking for an Animal Care & Adoptions Coordinator to support the operations of AARCS North Haven & Adoption Centre.**

**ABOUT US: ALBERTA ANIMAL RESCUE CREW SOCIETY (AARCS)** is a registered non-profit charity with facilities in both Calgary and Edmonton dedicated to housing and caring for animals in need. AARCS is a leader in the animal welfare community, and Albertans turn to us for help. As many as 4,000 animals come through AARCS programs each and every year. We have an exceptional medical program with some of the highest standards of care in the industry. This provides us with the ability to grant second chances to thousands of homeless animals. Our Edmonton shelter and adoption centre can house approximately 75 cats and up to 20 dogs, it was designed as a quarantine and holding facility for dogs, an on-site adoption centre for cats and small animals and is a hub for our staff and volunteers in the north.

**THE ROLE:** Reporting to the Edmonton Operations Manager, the Animal Care & Adoptions Coordinator is responsible for ensuring animal care is held to the highest standard of excellence, as well as coordinating the adoption of cats and small animals in a timely, efficient and positive manner. This role also assists with general administrative duties, maintaining a clean and sanitary shelter, supporting volunteers and foster parents, and other duties as assigned..

**ABOUT YOU:** Having both a love of people and animals, you are naturally optimistic, positive, friendly, and approachable. Working with onsite volunteers and staff - you pride yourself on ensuring a clean, sanitary, organized and efficient space. You are confident with your animal handling skills. You are tech savvy to assist with entering animal files, write adoption bios, finalizing adoptions and other administrative tasks as required. You love engaging with people and are proud of the excellent levels of customer service you provide. At heart, you strive to see every animal provided with the highest quality of care during their time at the shelter. Your strengths include a positive attitude, attention to detail, teamwork and adaptability to change.

### Position Requirements

- Genuine interest in animal welfare or shelter medicine.
- Be comfortable handling cats, dogs and small animals such as rabbits, guinea pigs, etc.
- Maintain the highest standards of care using positive reinforcement in a fast paced environment
- Excellent customer service through patience, a positive attitude, attention to detail and adaptability.
- Previous shelter, animal care or adoptions experience will be considered an asset.
- Ensuring the shelter is kept in a clean, sanitary and efficient manner on an ongoing basis.
- Ability to stand, sit, and/or type for prolonged periods of time.
- Ability to stay focused and organized in busy environments.
- Ability to walk, reach overhead, and lift up to 50lbs unassisted or 75lbs assisted from the ground.
- Valid Driver's License.
- Must be able to work evenings and weekends.

**Approximate Salary Range:** \$16.00-\$18.00 per hour

**Apply Now:** Qualified candidates should forward a cover letter and resume to **Leigh McLean** at [leigh.mclean@aarcs.ca](mailto:leigh.mclean@aarcs.ca) with Animal Care & Adoptions Coordinator in the subject line. This position will remain open until a suitable candidate is found. We thank everyone for their interest in this position, however only applicants selected for an interview will be contacted.

### Alberta Animal Rescue Crew Society

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