



Appendix A

Job Description:

Job Title: Education and Events Coordinator

Employment Type: Full-time

Reports and Supervision: This position does not have supervisory authority over any staff positions or medical directives. This position will report to the Executive Director and on occasions the Director of Wildlife Care and Services when the Executive Director is not available. This position involves managing of education and event volunteers.

Summary:

This position is responsible for overseeing Calgary Wildlife's education services and event coordination. The Education and Events Coordinator develops and delivers educational programs aligned with the Alberta Curriculum while creating and managing engaging tabling and education events to promote Calgary Wildlife's mission.

Key Responsibilities:

Education Coordination (65%)

- Maintain and update education programs aligned with the Alberta Curriculum, tailored for younger and older audiences.
- Train, recruit, and supervise education volunteers for presentations, with and without live animals.
- Deliver educational presentations in schools, community groups, and events.
- Build and maintain relationships with schools, teachers, and community organizations to promote programs.
- Create and maintain innovative tabling topics and educational content for events.
- Write educational blogs and develop resources to support wildlife education.
- Additional education tasks as required.

Event Coordination (25%)

- Plan, organize, and execute Calgary Wildlife's tabling and education events.
- Maintain yearly calendar of tabling events in collaboration with the team, aiming for at least two monthly events.



- Train, recruit, and supervise event volunteers.
- Coordinate event logistics, including permits, venue bookings, and volunteer assignments.
- Collaborate with marketing staff to promote events across social media, email campaigns, and local media.
- Additional events tasks as required.

Record Keeping & Communication (10%)

- Maintain detailed records of schools, teachers, and organizations contacted.
- Follow up with schools and event partners to collect feedback and photos.
- Monitor and respond to the education email inbox in a timely manner.
- Ensure timely responses to other emails and communications related to education and events.
- Regularly update event and education materials for accuracy and consistency.
- Assist with occasional administrative tasks and attend staff meetings.

Qualifications:

- Post-secondary education in education, event planning, or a related field; equivalent experience may be considered.
- Strong public speaking and presentation skills.
- Strong teaching skills to students from ages 4 to 94.
- Be well-organized, proactive, and excellent at follow-up.
- Strong work ethic with the ability to work independently and within a team.
- Proven ability to plan and execute events, with attention to detail and deadlines.
- Experience in people supervising and training.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office and basic graphic design software is an asset.
- Ability to work flexible hours, including evenings and weekends, as required.
- Excellent interpersonal skills.
- Project management skills.
- Ability to manage multiple tasks and deadlines.
- Must possess a reliable personal vehicle available for work-related travel.
- Experience working in the nonprofit sector for animals an asset.
- Passion for wildlife rehabilitation and education is highly desirable.
- Background in animal sciences an asset.



Working Conditions:

This is a hybrid role requiring both in-office and on-site work for education presentations and events. Some evening and weekend hours will be necessary.

Salary: Starting wage \$44,000–\$49,000 per year, commensurate with experience. This position includes a comprehensive benefits package, including health and dental coverage, professional development opportunities, and a hybrid work environment.