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| Position: | Wildlife Support Centre Coordinator (Wildlife Rehabilitation) |
| Hours: | 24 hours/week |
| Preferred start date: | Mid-April |
| Application Deadline: | Open until filled |
| Starting salary: | \$14.10 - \$15.60/hr |

Established in 1979, Wildlife Rescue Association of BC is a leader in the rehabilitation of wild animals in the urban environment and is committed to educating the public on how to coexist peacefully with urban wildlife. We are BC's busiest wildlife rehabilitation centre, taking in over 4,400 animal 'clients' and receiving over 21,000 incoming phone calls to the Wildlife Support Centre per year. We are located in the beautiful Burnaby Lake Park in Burnaby BC.

We have an exciting opportunity for a Support Centre Coordinator to join our committed team. This is an ideal position for an individual interested in supporting wildlife through public engagement, communication and education in a fast-paced environment. This regular, part-time position will work with the Support Centre Manager to coordinate aspects of the Support Centre Program. The public turns to Wildlife Rescue with concerns and questions about injured wildlife and the Support Centre is often their first introduction to the organization.

The work of the Support Centre involves the coordination of wildlife rescues and transports, wildlife admissions, wildlife helpline operations, record keeping, communications and outreach, and fund development. Coordinating this program includes seasonal staff and volunteer supervision, supporting our volunteer training efforts and assisting with program development.

We want to hear from you if you have the following *essential* qualifications:

- Drive to develop yourself and your colleagues
- Great leadership skills
- Ability to excel in a fast-paced, dynamic team environment
- Great communications and relationship building skills
- Ability to easily prioritize tasks and manage multiple deadlines
- Strong organizational and time-management skills with attention to detail
- Experience or interest in community engagement and public outreach
- Experience in the daily supervision, training and education of volunteers and students
- Computer skills including MS Office Word, Excel, and database programs
- Ability to work flexible shifts, including weekends and statutory holidays (no overnight shifts)

Our ideal candidate may have some or all of the following qualifications:

- A university diploma/degree in biological sciences
- Knowledge of native wildlife in BC, particularly the Lower Mainland region
- Experience in customer service or call centre
- Experience in the field of Wildlife Rehabilitation
- Experience setting up standard operating procedures or protocols
- Experience in Fund Development

Why Should You Apply?

- You love wildlife and care about human impacts on them
- You would like to work in one of the busiest wildlife rehabilitation centres in Canada
- You appreciate and want to fully participate in a culture of respect, social intelligence, and appreciation among staff and volunteers
- You enjoy a collaborative and philanthropic work environment with highly dedicated and enthusiastic board members, staff and volunteers

Please submit your resume and cover letter in a single PDF file attention HR with the position title in the subject line to recruitment@wildliferescue.ca.

Please be advised that only short-listed candidates will be contacted for interviews, but we would like to thank all applicants in advance for their interest.