



**Position:** Wildlife Support Centre Manager (Wildlife Rehabilitation)  
**Hours:** 32-40 hours/week, permanent  
**Preferred start date:** Mid-February  
**Application Deadline:** January 18, 2021  
**Compensation:** \$19-23/hour, employee benefit package

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, now with over 4,600 animal 'clients' a year and over 24,000 incoming phone calls to the Wildlife Support Centre. We are located in the beautiful Burnaby Lake Park in Burnaby BC.

We have an exciting opportunity for a Support Centre Manager to join us and help develop and inspire our team. This is an ideal position for an individual interested in applying leadership skills to support wildlife through public engagement in a high paced environment, as well as moving the organization forward by working on business development, fund development initiatives and events. This regular, full-time position will oversee the Support Centre Program, staff, and volunteers. The Support Centre is often the first important introduction of the organization to the public that turn to Wildlife Rescue with concerns, questions, and injured wildlife.

The work of the Support Centre focusses on the coordination of wildlife rescues and transportation, wildlife admissions, wildlife helpline operations, record keeping, communications and outreach, building relationships, fund development and program development. Management of the program includes staff and volunteer supervision and supporting our volunteer training efforts.

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

- Drive to develop yourself and your colleagues
- Excellent leadership skills
- Ability to excel in a fast-paced, dynamic team environment
- Excellent 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 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 of 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 subject 'Support Centre Manager', to [recruitment@wildliferescue.ca](mailto: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.