



Volunteer Coordinator – Full-Time Temporary (6-12 months)

About MEOW

Established in 2000, MEOW Foundation is a cat-specific registered not-for-profit organization with a no-kill mandate. MEOW is the only organization in Calgary that offers four foundational programs

1. Our Rescue and Adoption Program provides food, shelter and medical care to stray and abandoned cats in Calgary and facilitates their adoption into new, loving permanent homes.
2. Spay Neuter Assistance Program (SNAP) for Calgarian's in-need to assist with the cost of spay and neuter.
3. Trap Neuter Return (TNR) Program for feral cats.
4. Cat Food Assistance (CFA) is a temporary support program if you are in need of cat or kitten food.

Through our programs, we advocate for responsible, compassionate animal care and assist over 2,500 cats each year.

MEOW is a well-respected member of the animal rescue and services community in Calgary and works closely with other local and Alberta based groups to change the lives and provide a future for abandoned and mistreated companion animals.

The Position

We seek an individual who cares deeply about the welfare of cats, is passionate about supporting the goals, mission and vision of MEOW Foundation through engagement and recruitment of volunteers, enjoys working in the non-profit sector and is looking for a sense of personal fulfillment in the area of animal welfare.

Reporting to the Operation Manager, the successful candidate will:

- Recruit and train new volunteers for the Adoption Centre, our foster home network, the MEOW Charity Thrift Shop and the Regal Cat Café (training will be provided).
- Maintain the volunteer database (attention to detail and accuracy required).
- Match volunteers to opportunities that suit their skills (primarily through telephone interviews and discussions).
- Monitor, respond, and maintain the MEOW email box, phone lines, and voice mail box (daily, through both written correspondence and telephone discussions).

- Ensure volunteers and staff are continuously informed and updated about MEOW news and promote volunteer opportunities to the public. This includes: contributing content to the monthly newsletter, drafting information emails, and working with the communications and marketing team on various initiatives.

This is a leadership position. Our expectations are that you can deliver on collaborative people leadership practices that build and support the team of volunteers dedicated to MEOW's mission and goals.

Qualifications

- Post-secondary education (completed or in-progress) in non-profit management (or similar).
- Minimum of two years' experience in volunteer management (or similar).
- Demonstrated success in people leadership and experience in the non-profit sector (or similar).
- Superior communication and volunteer relations skills. The successful candidate will value the contributions of all staff and volunteers and can facilitate inter-team communication and collaboration.
- Ability to actively problem solve is a necessity.
- Experience with the volunteer software management system Better Impact (or similar).
- Highly developed cooperation and collaboration skills to manage the complex needs of multiple volunteer roles and opportunities. Exceptionally organized.
- Familiar with provincial Occupational Health and Safety Standards as applied to shelters, and cognizant of employment standards and related legislation (or similar, willing to learn).
- Flexible approach to differing work styles amongst team members and volunteers.
- Diplomatic, patient, and confident to help resolve issues and communicate kindly and effectively with others.
- Valid Alberta driver's license and use of own vehicle, with adequate insurance.
- Police Information Check including the vulnerable sector is required.

Job Requirements and Working Conditions

- This is primarily a desk job. The candidate must be comfortable working in a shelter environment and with animal body fluids, dirt and dust.

Interested candidates should submit their cover letter and resume to careers@meowfoundation.com. Only candidates that are selected for an interview will be contacted

Further Information about MEOW Foundation is available at www.meowfoundation.com.