



Winnipeg Humane Society – Job Posting #2025-7-12

Date:	October 20th, 2025
Position Title:	Community Outreach Coordinator Full Time TERM
Department:	Community Outreach
Reports to:	Director, Community Outreach
TERM duration:	October 31 st /2025 – October 31st/2026 (12 months)
Classification:	Union
Rate:	\$18.40- \$24.70 per hour (union wage scale)
Hours:	40 hours/week; Monday – Friday; 8:30am – 4:30pm

Days/Time of shifts could vary/change

Closing Date for Applicants: Open until filled

Position Summary:

The Community Outreach Coordinator is responsible for delivering impactful educational and support programs that promote empathy for animals and address community needs. This role oversees the daily operations of the WHS Food Bank, including client eligibility, inventory management, and volunteer coordination, while also planning and conducting outreach events and humane education sessions. The coordinator collaborates closely with the Community Outreach team to ensure effective program delivery, provides compassionate support to clients and animals in crisis, and reports directly to the Manager, Community Outreach.

Who we are:

- One of the oldest registered Non-Profit charities in Manitoba funded primarily by donations and events.
- An innovative community service organization committed to protecting animals from suffering, and to promoting their welfare and dignity.
- A team of generous partners, donors, hardworking volunteers and committed staff united in the belief that every animal deserves dignity and love.
- One of the largest and more recognized animal shelter and welfare organizations in Canada.
- Always growing, changing, and adapting to meet the expectations of the community and the needs of Winnipeg's animal population.

Duties and Responsibilities:

- Coordinate and deliver WHS Community Outreach programs, including the Food Bank and Humane Education initiatives, in alignment with organizational values and policies.
- Assess client eligibility for the WHS Food Bank, admit clients, gather relevant information, and ensure services are provided efficiently, respectfully, and with dignity.
- Oversee daily food bank operations including inventory management, ordering supplies, packing food orders, stocking shelves, and coordinating deliveries to satellite locations.
- Recruit, train, and supervise volunteers supporting food bank and education programs, modeling appropriate strategies, and fostering a supportive environment.
- Plan, book, and facilitate educational presentations, in-shelter programs, and outreach events for schools and community groups, addressing animal welfare topics and human-animal interactions.
- Represent WHS at internal and external events to increase public awareness and promote outreach and education programs.
- Collaborate with the Community Outreach team to develop, evaluate, and improve programs based on audience needs and feedback.
- Maintain strong customer service and communication standards with all clients, staff, volunteers, and community members.
- Prepare materials and support content development for Marketing & Communications related to outreach and education programs.
- Ensure effective documentation and follow-up for all programs and services delivered.
- Share responsibility for maintaining smooth internal communication and team coordination within the Community Outreach department.

Other Duties:

- Perform additional tasks and responsibilities as assigned by the Manager, Community Outreach. Tasks may vary day-to-day depending on the departmental priorities.

Qualifications & Experience*Minimum Requirements:*

- High school diploma or equivalent; post-secondary education in a related field is considered an asset.
- A minimum of 1–2 years of relevant experience in community programming, education, or social services.
- Valid Manitoba Class 5 driver's license and consistent access to a reliable vehicle.

Preferred Qualifications:

- Post-secondary degree or certificate in education, social work, childcare, animal welfare, or a related field.
- Prior experience working in a non-profit, community-based, or social service environment.
- Familiarity with the Winnipeg community and local social support networks.
- Knowledge of animal welfare issues, including care, behavior, and advocacy.
- Experience with volunteer, inventory, or scheduling software systems.

Personal Attributes

- Strong alignment with and commitment to the mission, values, and goals of the Winnipeg Humane Society.
- Empathetic, compassionate, and approachable in all interactions, particularly with vulnerable populations.
- Demonstrated emotional intelligence, patience, and resilience.
- Highly adaptable and able to transition fluidly between education, outreach, and operational responsibilities.
- Effective problem-solver with excellent time management and critical thinking skills.
- Collaborative team player with a positive attitude and a commitment to ongoing learning and growth.
- Self-motivated, detail-oriented, and able to thrive in a dynamic, fast-paced environment.

Abilities, Skills & Knowledge:

- Demonstrated experience working with children and youth (ages 3–16) in educational, recreational, or outreach settings.
- Strong background in planning, coordinating, and delivering community-based programs and services.
- Working knowledge of food security issues, vulnerable populations, and relevant social service frameworks.
- Ability to develop and adapt lesson plans, activities, and outreach materials to suit a variety of age groups and audiences.
- Proficient in inventory tracking, logistics coordination, and volunteer engagement.
- Excellent interpersonal and customer service skills, with the ability to resolve issues calmly and respectfully in high-pressure situations.
- Competency in using client databases, scheduling tools, and digital communication platforms.
- Confident public speaking and group facilitation skills with the ability to engage diverse audiences effectively.
- Advanced written and verbal communication abilities.
- Strong organizational skills, including the ability to manage multiple tasks and prioritize effectively.
- Proficient in Microsoft Office 365, including Outlook, Word, Excel, and PowerPoint.
- Physically capable of lifting to 50 lbs and remaining on your feet for extended periods.
- Comfortable handling animals and working around them in various settings.

Accountability:

- Reports to the Manager, Community Outreach
- Part of the Community Outreach Team, the role supports the delivery of all outreach programs and services.
- Maintain confidentiality on all matters pertaining to the Winnipeg Humane Society.

Exemplifies Winnipeg Humane Society's Core Values:

- We let empathy guide our commitment to animal welfare and approach to all individual beings, people, and animals alike.
- We value and accept each other.
- We are committed as an organization to lead with integrity and accountability.
- We are guided by innovation and remain open to change.
- We foster an inclusive, purposeful, and safe communication space.

Participates in creating a thriving Culture of Philanthropy at Winnipeg Humane Society by:

- Being knowledgeable and supportive of WHS programs
- Sharing their passion for service to animals, people, and our community with our guests
- Serving as an inspiration to all guests by providing an exemplary level of animal care and guest service
- Being able to communicate a compelling case for support that demonstrates the impact of philanthropy on Winnipeg Humane Society

How to apply:

Forward your resume and cover letter to:

DanishaJ@winnipeghumanesociety.ca

Please quote the job posting number in your email or cover letter subject line.

NO PHONE CALLS PLEASE

The WHS is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs.

The WHS values diversity and equality in its team. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit <https://winnipeghumanesociety.ca/about-us/careers>