



If you are a positive, energetic team player with an appreciation for the importance of animal welfare we welcome your application for this exciting new role of Office Manager. You will work onsite at our shelter along with other employees and volunteers. As a lead player in our organization you will help build awareness of ICAN's programs and services while working cooperatively with the Board of Directors. As the animals in our care require attention seven days a week you will oversee that optimal levels of care are administered at all times. Ideal position for someone with administrative experience but only wants part time work.

**Nature of Work:**

Under the direction of the ICAN Board of Directors, this position acts as “second in command” at the facility. Your experience with animals and administration will assist you with the following duties.

- Overseeing the operations of Invermere Companion Animal Network shelter.
- Oversee, organize and train staff and volunteers.
- Create and implement programs (eg. Fosters for seniors, school program).
- The ability of doing all the tasks of the shelter, empowering staff and volunteers on how to do those tasks.
- Work with the Board of Directors in fundraising ideas, grant writing, and promoting.
- Treat animals humanely, with compassion and concern including immunization and basic animal treatment. Monitoring the health & welfare of the animals in care.
- To process and facilitate adoptions.
- Ensure cleaners maintain the facility in a sanitary manner and that food and water are always available prior to departure each day.
- Performs duties for the promotion of all fundraising activities and therefore will become familiar with upcoming events and ongoing efforts to promote ICAN.
- Answer ICAN phone and determining course of action.
- Handling of ICAN emails – info@ & communication@.
- Maintaining forms and office supplies including inventory.
- Carry out adoptions procedures (collect and review adoption application, phone references, meet adoptive family, collection of fee, and safe send off to new forever home with food samples and safety tips) – update to Trackabeast database and website.
- Liaison/coordinator for Kitten Crusade program.
- Determine with the Board approval for spay/neuter assists as requested by the public.
- Assist with animal intakes (meet with people surrendering, ensure proper documentation completed, settling new cat into intake room) – take photo of animal including any personality traits, update to Trackabeast and website. Confidentiality is a requirement.
- Arrange appointments for viewing of animal with potential adopter.
- Arrange foster homes and home checks.
- Assist with the Treasurer with any financial tasks (monies from adoptions, donations, etc).
- Prepare detail reports from Trackabeast statistical database upon request.
- Attend Board meetings on a monthly basis to report update on shelter.
- Liaison with veterinarian's office for scheduling appointments and surgeries.
- Occasional travel required for transport of animals to and from veterinarian's office.
- Flexibility to cover for a cleaner if they are not available to attend.
- If Trap/Neuter/Return project presents itself liaise with the Board and volunteers who may be able to provide people resources to conduct same.

## **Knowledge & Qualifications / Skill Required:**

- High school diploma or equivalent.
- Valid BC driver's license/own transportation for the purpose to deliver/pick up of animals (with mileage paid).
- Overseeing staff including hiring and dismissal when required.
- Highlight any deficiencies and solutions in making the job more efficient.
- Creating a safe, respectful, and enjoyable working environment.
- Previous kennel or animal care experience is considered an asset.
- Demonstrate an interest in all aspects of animal welfare, care deeply about animals, and uphold highest animal care standards.
- Computer experience: Windows, Microsoft Office (Outlook, Word, Excel), databases. Being able to trouble shoot.
- Good communication skills particularly written regarding emails, Facebook, and website postings.
- To work with volunteers and the public in a positive, practical manner.
- Critical thinking skills.
- Ability to manage conflict with strong conflict resolutions skills.
- Proven ability to work independently, collaboratively, and as an effective team member with a diverse group of people.
- Highly organized with ability to prioritize demands on time and multi-task as necessary.
- Resourceful team player who excels at building trusting relationships with volunteers and the public.
- Highly motivated self-starter who takes initiative with minimal supervision.
- Position may be physically demanding, at times requiring heavy lifting of large bags of dog/cat food and containers of cat litter.
- Have a willingness to learn and take on new tasks with the possibility of taking online or in class courses.
- Maintain confidentiality of those people adopting or surrendering animals with high regard to the personal information contained in the adoption and surrender forms.
- Ability to effectively communicate with municipal and regional agencies/representatives regarding grants etc.
- Entering information into the Trackabeast database.
- Fill in for cleaner or arrange for another cleaner to come in.
- Liaise with President with any issues arising from carrying out the duties of the job.
- Liaise with Treasurer to do with adoption fees, monies from recycle bottles, donations, etc...
- To assist with grant writing.
- More duties and hours may be required as ICAN continues to grow and the job expands.

Permanent/part time position starting wage is \$20 per hour (five days a week at four hours a day with the potential to expand the hours as the need increases). Please submit resumes at [finance@icanbc.com](mailto:finance@icanbc.com).