



kali's wish
CANCER FOUNDATION

Job position: Community Outreach Coordinator

About Kali's Wish Cancer Foundation:

Kali's Wish is a registered charity dedicated to supporting pet Guardians and their families through pet cancer. One of the ways we help is connecting with community at local events and sharing our programs and services.

About the position:

Kali's Wish is looking for a **part-time employee** who loves pets and is committed to managing the Kali's Wish Outreach Initiative. This includes identifying key community events and trade shows and hosting a booth on behalf of Kali's Wish. The position is based on when events are taking place and hits its peak time during the summer. Evening and weekend availability is required.

Duties and responsibilities:

- Identify relevant community events and coordinate participation in these events
- Deliver key messaging on pet cancer prevention tips, and supports available for those facing pet cancer
- Share the Foundation messaging on services Kali's Wish offers to guardians and families
- Manage our volunteers and engage them in community events
- Coordinate production and distribution of relevant materials
- Manage the inventories of food samples
- Provide monthly report on the outreach program
- Actively reach out to community groups and organizations to explore partnership opportunities
- Contribute to communications and marketing as required

Qualifications and competencies:

- Excellent public speaking and presentation skills
- Project management experience
- Detail oriented and committed to meeting deadlines
- Excellent interpersonal skills
- Works well independently and as part of a team
- Experience in using social media channels such as Facebook, Instagram and Twitter
- Ability to organize and maintain detailed records
- Available during the summer to attend events
- Holds an Alberta Class 5 Driver license; must provide a 5 year driving abstract

Interested? Please send your resume and cover letter to:

info@kaliswish.org

