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## Service Dispatcher

**Position:** Full-time, temporary, 8-week contract. Start times vary.

Since 1993, the Alberta Institute for Wildlife Conservation (AIWC) has been a champion for the rehabilitation of injured and orphaned wildlife. Accredited through the Alberta Veterinary Medical Association, AIWC serves the needs of Alberta's diverse wildlife in Calgary and southern Alberta.

As a registered charity, AIWC relies on charitable donations and dedicated volunteers to support the more than 2,050 varied animals in need of care every year. AIWC welcomes Alberta's injured, orphaned, and oiled wildlife, small and large, from hummingbirds to moose calves.

For 2021, AIWC seeks Service Dispatchers at our wildlife hospital, NW of Calgary. This role will help to aid in the organization's rehabilitation and release of injured and orphaned wildlife in Alberta.

### Summary of Duties:

- Answer telephone calls and general emails to the organization. Provide accurate and compassionate wildlife education to members of the public.
- Rescue and transport injured and orphaned wildlife to the AIWC facility.
- Work with and dispatch volunteers to rescue and collect wildlife.
- Connect with animal finders and educate bystanders while out on rescue assignments.
- Other administrative duties as required.

### Qualifications:

- **To comply with Canada Summer Jobs grant specifications, applicants must:**
  - Be between 15 and 30 years of age at the start of employment;
  - Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
  - Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Careful attention to detail, and ability to follow directions well.
- Highly efficient and able to cope well with fast-paced, variable shift work.
- Team player; excellent ability to cooperate and work with others.
- Ability to work independently and learn quickly, with outstanding work ethic.

- Preference will be given to applicants with a current Rabies vaccination. The successful candidate must have a tetanus vaccination.
- Knowledge of Alberta wildlife and natural history.
- Valid class 5 driver's license and access to a reliable vehicle.

**Remuneration/Hours of Work:**

**Wage:** \$16.00 per hour.

**Schedule:** Thirty five (35) hours per week. Flexible schedule is required, variable shift work, and working evenings and weekends.

**Benefits:**

- Opportunity to work with Alberta's wildlife.
- Working in a beautiful location with mountain views.
- Opportunity to connect with like-minded individuals.

**Application Deadline: Open until suitable candidates found.** E-mail cover letter and resume to the attention of **Robyn Cunningham-Dunlop, Office Administrator**, at [robyn.dunlop@aiwc.ca](mailto:robyn.dunlop@aiwc.ca).

For more information on AIWC, please visit our website: [www.aiwc.ca](http://www.aiwc.ca)

*We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.*