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## Receptionist

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

Since 1993, 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 1,900 varied animals in need of care every year. AIWC welcomes Alberta's injured, orphaned, and oiled wildlife, small and large, from hummingbirds to deer fawns.

In 2023, AIWC seeks Receptionists at our wildlife hospital NW of Calgary to aid in the organization's rehabilitation and release of injured and orphaned wildlife during our peak seasons of spring and summer.

### Summary of Duties:

- Greeting members of the public and volunteer rescue drivers to admit new patients.
- Entering new patients into online database and maintaining patient files.
- Maintaining and organizing patient care logs.
- Taking notes during daily rounds and updating records as directed.
- Maintain clean and stocked reception area.
- Call and organize supplies pickups and appointments.
- Handle incoming emails and phone calls.
- Other 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, 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, outstanding work ethic.
- A current Rabies vaccination is an asset. COVID-19 and tetanus vaccinations required.
- 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 Process:**

1. Application deadline: Open until suitable candidates found.
2. Submit the summer staff application form found here:  
<https://forms.gle/uypivTwAayhTzVbK7> This will provide you with an area to upload your resume.

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

*We encourage applications from all qualified individuals. We thank all applicants for their interest in this position, but only those selected for an interview will be contacted.*