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## Operations Manager

Are you a leader and passionate about the environment and the wildlife we share our spaces with? Alberta Institute for Wildlife Conservation (AIWC) seeks an Operations Manager to lead our wildlife rehabilitation and facilities teams at our wildlife hospital NW of Calgary.

Since 1993, 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 and orphaned wildlife, small and large, from hummingbirds to deer fawns.

Reporting to AIWC's Executive Director and working closely with our Rehabilitation Manager, the Operations Manager will oversee the wildlife rehabilitation staff and volunteers to provide industry-leading care to our wildlife patients. The successful candidate will have a history of leading and motivating teams, a high degree of organization, expertise in record keeping and supply management, and be effective at working in a fast-paced environment. We are looking for a caring leader with a positive attitude and outstanding interpersonal skills.

**Position Type:** Full time, 1-year contract position (January 2024-January 2025) with possibility of extension.

### Summary of Duties

#### Operational Management:

- Manage and mentor staff reports including: hiring, training, supervision, mentorship, coaching, and evaluation.
- Responsible for developing job descriptions, personal files, and work plans for direct staff.
- Ensure time sheets from direct staff are completed and authorized each pay period.
- Responsible for direct staff scheduling.
- Liaise with partners such as: post-secondary institutions, provincial and federal government, and vet clinics.
- Keeping up-to-date with current literature regarding best practices and making sure all staff and volunteers are provided the education/tools they need to succeed.

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### **Administration:**

- Maintain rehabilitation records and prepare statistics and reports for annual permits and research opportunities. This includes patient database maintenance and keeping patient boards up-to-date and accurate.
- Sustain the environment that all protocol, policies and procedures are implemented and maintained with the proper training and written documentation for all staff and volunteers.
- Manages staff and volunteer development through the coordination of training, formal programs and seminars, distribution of resources and educational literature, and other learning opportunities.
- Implement rehabilitation policies and procedures, and review annually.
- Manages the ordering and inventory of clinic supplies and equipment and assures that appropriate quantities of all supplies are on hand at all times. Regularly researches new products, equipment and pricing. Oversees inventory control.
- Work collaboratively with other departments to review policies, discuss workplace issues and share ideas to improve programs.
- Manages IT needs and support for organization.
- Provide backup to the Executive Director in other duties as assigned & in the ED's absence as requested.

### **Facility Operations:**

- Oversee security systems, fire prevention, and emergency response plans.
- Responsible for Health and Safety within the organization and acting as the Health and Safety Coordinator. Manages annual health and safety training for all staff.
- Oversee facility maintenance and safety protocols to ensure AIWC is in compliance with regulations and sustains a safe environment for animals and people.
- Working with Facilities Coordinator and Executive Director on large facility projects (such as new enclosures etc.) and any maintenance and repairs needed.
- Respond to after hour emergencies as needed.

Additional duties and responsibilities as assigned by Executive Director

### **Qualifications:**

- Undergraduate degree in a related field (Business Administration, Health Administration, Biology, Zoology, etc.)
- At least 2 (two) years of experience in a wildlife rehabilitation centre, veterinary clinic, medical clinic, or general health care field.
- A minimum of 2 (two) years' experience in a management position.
- Experience leading and managing a diverse team.

- Eagerness to teach and lead others in a collaborative work environment
- Excellent project management and time management skills, and the ability to perform well under pressure.
- Careful attention to detail and ability to follow directions well.
- Highly efficient, able to cope well within a fast-paced environment.
- Desire to make a difference for Alberta's injured and orphaned wildlife
- Valid class 5 driver's license and access to a reliable vehicle.
- COVID-19 and tetanus vaccinations required (Rabies vaccination considered an asset)
- Knowledge of Alberta wildlife and natural history an asset

**Wage/Hours of Work:**

- **Wage:** \$55,000.00 per annum.
- **Schedule:** Forty (40) hours per week, Monday-Friday. Potential to work from home one day per week.

**Benefits:**

- Opportunity to work with Alberta's wildlife.
- Working in a beautiful location with mountain views.
- Opportunity to connect with like-minded individuals.
- Time off in lieu program.
- 5 paid sick days.
- 5 paid personal days.
- 15 paid vacation days to start. This increases with years of service.
- Access to group extended health care plan and health spending account
- Strong work culture emphasizing work-life balance

**Application Deadline: November 19, 2023.** E-mail cover letter and resume to the attention of Katrina Terrill, Acting Executive Director, at: [katrina.terrill@aiwc.ca](mailto:katrina.terrill@aiwc.ca)

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

*AIWC is an equal opportunity employer. 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.*