

Educational Assistant

Position: Full-time, temporary, 8-16-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 2,000 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 2026, AIWC seeks an Educational Assistant 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:

- Lead outreach booths at a variety of locations.
- Deliver wildlife education programs at a variety of locations.
- Research education techniques
- Assist with online educational resource development.
- Write short, educational social media posts every 1-2 weeks
- Answer questions and assist with coordinating calls to the Wildlife Hotline.
- Other duties as required.

Qualifications:

- Strong attention to detail with the ability to follow instructions precisely.
- Highly efficient and adaptable, able to thrive in a fast-paced, variable shift environment.
- Collaborative team player with excellent interpersonal skills.
- Self-motivated, quick learner with a strong work ethic.
- A tetanus vaccination is **required**. A rabies vaccination is an asset, but not mandatory.
- Valid Class 5 driver's license and access to a reliable vehicle.
- Knowledge of Alberta wildlife and natural history is beneficial but not required.
 - **To comply with grant specifications, applicants must:**
 - Be between 18 and 30 years of age at the beginning of the employment period
 - 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.

- 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.

Remuneration/Hours of Work:

Wage: \$18.00 per hour.

Schedule: Thirty-five (35) hours per week, 7 hours per day. Schedule will mainly be Tuesday-Saturday, but some flexibility may be required depending on program bookings.

Application Process:

1. Application deadline: Open until suitable candidates found.
2. Submit the summer staff application form found here:
<https://docs.google.com/forms/d/e/1FAIpQLSdcmL3WPkc1ik-jqTr1-zdUqniqEtqMa3vjRgcALxHKczDYuw/viewform>. This will provide you with an area to upload your resume.
3. Or send an e-mail with your Cover Letter and Resume to alex.kellington@aiwc.ca.

For more information on AIWC, please visit our website: 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.