



EMPLOYMENT OPPORTUNITY

Do you pride yourself on making a difference in the lives of others? The Oakville & Milton Humane Society is a registered charity that is committed to protecting and caring for animals. We are now accepting resumes for:

EVENTS & HOSPITALITY FACILITATOR – SUMMER STUDENT (TEMPORARY, 8 WEEK SUMMER CONTRACT)

The Events & Hospitality Facilitator is an integral part of the Fund Development department. Reporting to the Program & Events Coordinator, you will work closely with other Team Members responsible for achieving the tasks as set by the OMHS. Key Responsibilities include but are not limited to:

- Help set up and attend events like the Street Festival, Jazz Festival, Farmers Market and the National Dog Day Festival to promote OMHS within the community
- Assist with lottery campaign
- Solicit donations from community businesses for OMHS Online Auction
- Other duties as requested and/or assigned

Qualifications and Experience:

- Demonstrated written & oral communication/interpersonal skills
- Ability to work within a fast paced environment
- Must be detail oriented
- Proficient in Microsoft office suite of products (Word, Excel, Power-point)
- Must be reliable; ability to work all shifts, including weekends, holidays

Skills:

- Strong communication, organizational and teamwork skills
- Excellent interpersonal and problem solving skills
- Demonstrated ability to work with varying disabilities or personalities
- Demonstrated diplomacy, tact and discretion
- Flexible and adaptable approach to changing situations

Employment is conditional upon

- Maintaining a valid driver's license and access to an automobile
- Maintaining confidentiality of OMHS information
- Ability to work around all species of animals
- Being a full-time student aged 18 to 30 years intending to return to their studies in the next school year

Interested applicants please submit a cover letter with resume to;

donations@omhs.ca no later than June 18, 2018.

Commitment to Diversity and Accessibility:

OMHS is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates including men, women, members of visible minorities, persons with disabilities, and Aboriginal peoples.

OMHS is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise the Executive Director in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their interest in joining OMHS. Given the volume of applications received, we request that you do not follow up your application with a phone call. We will contact only those candidates selected for an interview and thank you for your understanding.