

Ottawa Humane Society

Job Description

Job Title: Manager: Outreach

Overall Purpose: Under the direction of the Director: Outreach & Development, the Manager: Outreach is responsible for developing, implementing and managing OHS outreach programs.

In accordance with OHS's objectives, philosophies and policies and procedures, the Manager: Outreach is responsible for the following:

Professional Responsibilities

- Develop and manage OHS outreach programs and services
- Train, supervise and schedule program staff and volunteers
- Develop, manage and ensure adherence to program budgets
- Develop, manage and ensure adherence to program policies and procedures
- Assess, monitor and evaluate OHS outreach programs and services
- Research program service opportunities and priorities
- Research, develop and maintain excellent community partnerships
- Ensure documentation of all program policy and procedures
- Provide consultation to other staff and managers as well as other professionals
- Be aware of and make use of community resources
- Assist in promotional planning; implement promotional plans

Administrative Responsibilities

- Represent OHS in a professional manner
- Be thoroughly familiar with and ensure adherence to pertinent legislation, regulations, contracts, guidelines, OHS mission, policies, procedures, plans and collective agreement
- Participate in supervision, evaluation and training sessions
- Prepare accurate expense accounts and other forms
- Maintain the facility, program and equipment
- Produce and maintain accurate reports and records
- Network with other service providers and professionals
- Attend staff meetings and other meetings as required
- Hire, fire and discipline staff in consultation with the Director: Outreach & Development and Director: Central Services
- Maintain positive relationships in the community
- Participate in the identification and achievement of OHS objectives
- Provide training, orientation and supervision to student, volunteer and work placements as required
- Be familiar with and ensure compliance with all health and safety policies and procedures
- May be required to assume the responsibilities of Director

Program Development

- Coordinate outreach programs in cooperation with other programs and departments

- Develop long-term and annual plans
- Participate in appropriate OHS committees
- Establish and ensure ongoing evaluation of program objectives
- Participate in the identification and achievement of OHS objectives
- Maintain a comprehensive knowledge of social, environmental and cultural issues relating to animal health and welfare and community needs
- Participate in public relations and promotional activities

Education and Experience:



- Demonstrated experience in program development, implementation and evaluation
- A post-secondary degree or diploma, preferably in education, social services or public relations
- Minimum 3 years management or senior supervisory experience
- Demonstrated excellent communication skills
- Demonstrated excellent organizational abilities
- Demonstrated excellent ability to develop partnerships with local organizations and service providers
- Experience with and knowledge of budgeting and budget management
- The ability to relate to persons of all ages, cultures and backgrounds, and abilities
- Experience with Microsoft Office
- Knowledge of and experience with animal care and welfare issues preferred

Languages:

- Excellent verbal and written skills in English are required
- Verbal skills in French are strongly preferred
- Additional languages are a significant asset

Essential duties and working conditions:

- Employment is conditional upon maintaining a valid Ontario driver's licence
- Employee will be required to work evenings and weekends and holidays periodically as required
- Employment is conditional upon the ability to work around all species of animals safely
- Employment is conditional upon maintaining confidentiality of OHS information

Job Description:	Manager: Outreach		
Issued date:	June 21, 2017	Approved:	
Revised date:	April 17, 2018	Approved:	
Revised date:		Approved:	