



Job posting: Program Officer, Northern Canada

Position: Program Officer, Northern Canada

Type: Full-time

Location: Remote office with up to 30-35% travel

Reports to: Northern Canada Program Manager

Salary: \$55,000 - \$65,000/yearly

Veterinarians without Borders/ Vétérinaires sans Frontières – Canada (VWB) is a charitable, humanitarian organization whose mission is to work for, and with, those in need to foster the health of animals, people, and the environments that sustain us. More information about the organization can be found at www.vetswithoutborders.ca.

POSITION SUMMARY

- Works and contributes within the team to the northern Canada program strategy and related projects.
- Lead the volunteer program, including the recruiting, onboarding, and evaluating of volunteers for clinic delivery.
- Provide on-site clinic logistical support with organization, administration and community engagement.
- Key program administration including trip planning, purchasing of program supplies, proposal and fund development, statistical and narrative reporting, budgeting, and connecting with current and new funders.
- Assist in budget preparation and expense management activities for the program.
- Represent the organization and program in external meetings, workshops, conferences etc.
- Ensure inventory and ordering of consumables, supplies for temporary clinics to meet needs.
- Work with community members and stakeholders to ensure successful clinic and ongoing partnership year-round.
- Lead the planning and execution of an annual knowledge-sharing summit.
- Develop communication and outreach materials for identified needs.
- Develop best practices, policies and procedures to improve overall clinic delivery and program impact.
- Support international companion animal program administration as required.

Skills and Experience

- 1-3 years experience with program coordination in animal welfare, veterinary field, or international development non-profit work.



- Demonstrated skills in program planning and support, grant and proposal writing, stakeholder relations and community outreach.
- Experience recruiting, managing and supporting volunteers.
- Excellent written and verbal communications in English.
- A self-starter with strong organizational skills. ability to multi-task, and meet deadlines.
- Exceptional relationship-building skills, intercultural sensitivity and effective interpersonal skills.
- Demonstrated ability to problem solve and respond to changing situations in a flexible, effective manner.
- Knowledge of and enthusiasm for increasing access or remote or underserved communities.
- Resourceful team player who can also be very effective independently.
- Detail-orientated with the ability to manage multiple projects at a time.
- Comfortable around and with animals.

It is an asset if you have:

- Experience working with remote, Indigenous or underserved communities
- Familiarity with the One Health concept
- Knowledge of veterinary lingo and activities
- Event planning experience

APPLICATION

To apply, please send your cover letter and résumé to recruitment@vetswithoutborders.ca. VWB/VSF is an equal opportunities employer, and we welcome applicants from a variety of backgrounds.