



Seasonal Office Support - Join Our Team This Busy Season!

We are currently seeking dedicated and reliable individuals to provide essential office support during our peak season. This seasonal position requires flexibility to work evenings, weekends, and statutory holidays to meet the needs of our wildlife care team.

Key Responsibilities:

- Answering phone calls and assisting with intakes for wildlife animals coming into care.
- Managing a high volume of inquiries in a professional and efficient manner.
- Transporting animals to assigned buildings as needed.

Required Skills & Qualifications:

- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to manage time effectively.
- Ability to remain calm and composed in a fast-paced, high-pressure environment.
- Physically capable of lifting up to 10kg and moving contained animals to designated areas.
- A genuine passion for learning about native wildlife and wildlife care.

Why Join Us?

- Make a difference in the lives of wildlife while gaining valuable experience.
- Supportive team environment focused on compassion and care.

If you are someone with a strong work ethic, a passion for wildlife, and the ability to thrive in a dynamic setting, we want to hear from you! Please submit your resume and cover letter to:

virginia@shadesofhope.ca



