



**Veterinarians  
Without Borders**  
North America

**Canada Headquarters:**

700 Industrial Ave  
Suite #410  
Ottawa, ON, K1G 0Y9  
+1 (343) 633-0272

**U.S.A. Headquarters:**

One World Trade Center  
85th Floor  
New York, NY 10007-0103  
+1 (212) 220-7192

## **Job Opportunity:**

### **Program Officer, VETS**

**Location:** Remote in Canada, with international travel as required (approximately 3x per year)

**Salary:** \$55,000 to \$65,000 CAD annually

**Supervisor:** VETS Senior Program Manager

Veterinarians without Borders North America (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. We are a mission driven dedicated team that works remote however has a presence in Ottawa. We respect work life balance and offer a generous benefits package that includes 4 weeks of vacation and summer Fridays. More information about the organization can be found at [www.vwb.org](http://www.vwb.org).

Reporting to the VETS Senior Program Manager, the Program Officer, VETS will play a crucial role in leading volunteer administration and logistics, and supporting in recruitment, reporting and general program support in collaboration with the VETS team.

#### **RESPONSIBILITIES:**

##### **Program Support:**

- Contribute to the effective implementation of programming in Ghana, Kenya, Cambodia, and Laos, adhering to the highest standards and ensuring stakeholder satisfaction.
- Monitor project implementation to ensure adherence to VWB policies and procedures.
- Prepare and submit program technical reports, capturing results and lessons learned.

##### **Volunteer Administration:**

- Manage and respond to incoming volunteer placement applications.
- Maintain the VETS volunteer database ensuring that all data is up to date and accurate.
- Lead the volunteer administration journey, ensuring that volunteers have completed all pre-departure requirements (drafting Volunteer agreements and extensions, forms signed, medical, criminal record check, insurance enrolment, etc.).
- Collaborate with the finance team to manage the Monthly Living Allowance payments and expenses reimbursements.
- Support volunteers in obtaining visas for international volunteer placements.
- Manage the flight bookings and flight changes for volunteers.
- Support with volunteer recruitment as required.
- Support with volunteer in country support as required.



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- Support pre-departure training sessions for outgoing volunteers alongside the Senior Program Officer and consultants.
- Support volunteer debriefing sessions with returned volunteers.
- Support annual reviews of volunteer handbooks, in-country guides, and safety and security protocols or other documents as required.
- Support the VWB's University student engagement program, alumni engagement and any other program support as required.
- Support the development of a Learning Management System for the implementation of volunteer training, partner training, etc.
- Ensure compliance with PSEAH requirements, implementing appropriate measures (protocols, training) and conducting follow-up in reported incidents where required.

**Monitoring, Evaluation, Accountability, and Learning:**

- Oversee and collaborate with colleagues to input data for the Communication and PE reporting requirements.
- Administer and coordinate the post placement surveys to volunteers.
- Work in Kinaki to pull relevant reports for reporting purposes.
- Support with other MEAL requirements as required.

**Representation & Communication:**

- Act as VWB/VSF Canada's representative with key donors, policy makers, governments, public and private partners, and news media.
- Attend, participate and support in external meetings, workshops, conferences, events and brief the VETS team as appropriate.
- Support with Communication events such as webinars, seminars, etcetera as required.

**Business Development**

- Support the research and implementation of volunteer business development initiatives.
- Conduct market research to identify new opportunities for program expansion and improvement.

**To Apply:** Please send your resume and a brief expression of interest to Katia Major, VETS Senior Program Manager at [katia@vwb.org](mailto:katia@vwb.org). Please apply before August 20<sup>th</sup>, 2025.