



Job Description Program Coordinator

POSITION SUMMARY

To help Careers CLiC guide students through the Continuum of Career Development, the Program Coordinator recruits and manages volunteers to facilitate meaningful programs for students and educators. This position is part-time and reports directly to the Program Manager.

DUTIES AND RESPONSIBILITIES

- Recruit program volunteers and participants, using methods such as email, telephone, face-to-face meetings, presentations, etc.
- Coordinate program activities that yield positive outcomes for children and youth
- Maintain up-to-date records of communication and data for reporting using internal database (FileMaker)
- Disseminate, collect, tally and report on post-program evaluations
- Schedule events, meetings and activities according to program workplans
- Observe program activities, and collect photos and quotes for use in promotional materials
- Assist in preparation of proposals for program funding requests

QUALIFICATIONS

- Relevant post-secondary education, training, credentials and/or experience
- Proven oral and written communication skills with attention to detail
- Demonstrated ability to handle multiple tasks in a dynamic environment
- Strong organizational and interpersonal skills
- Solid computer skills and proficiency with Microsoft Office and Google Suite
- Ability to learn quickly, ask questions, prioritize tasks and work accurately under time deadline pressure
- Creative problem-solving skills and flexibility to work in a changing environment
- Professionalism interacting with a wide range of constituents
- Initiative, follow-through, confidentiality and good judgment

COMPENSATION AND BENEFITS

- \$18-\$22 per hour based on education and experience
- Pro-rated paid personal time (x10) and paid holidays (x14)
- Contribution of 5.5% of wages to retirement account after one year of service (no employee match required)
- Flex-time