

Projects & Programs Coordinator

12 Week Temporary Position

DESCRIPTION

The Projects & Programs Coordinator is employed by the Northern Hills Community Association (NHCA) through the support of the Canada Summer Jobs Program and is accountable to the Executive Director or person designated as Acting Executive Director. Governed by the Mission Statement and working within the policies and procedures of the Association, the Projects & Programs Coordinator works on assisting in coordinating ongoing projects and programs, such as sports, arts, seniors fitness and social, new immigrant workshops, and etc.

AVAILABILITY

- 40 Hours per week
- \$16/hour pay rate
- Flexible hours with work expectation during the NHCA Office core hours
- December 6, 2021 – February 26, 2022

RESPONSIBILITIES

- Working with the NHCA Office team in planning, organizing, and implementing ongoing projects and programs
- Developing new projects and programs
- Collaborate with the NHCA Office staff and Projects & Programs Committee of the Board of Directors
- File management duties including organizing and digitizing
- Other tasks assigned by Executive Director

REQUIREMENTS

- 15-30 years of age (inclusive) at the start of employment
- Canadian Citizen, permanent resident (but not international students), or a person under refugee protection
- Legally entitled to work according to Alberta provincial legislation and regulations
- Post-Secondary student or recent graduate in Business Management, Communications, or Marketing fields preferred but not required
- Collaborative and Team working mindset and skillset
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent English written, verbal, and proofreading skills
- Strong organizational and planning skills
- Proficient in MS Office 365

APPLICATION

Submit your application which has to contain your resume, background, and qualifications, to the Executive Director – exec.director@nhca.ca before 8:00AM on Wednesday, December 1st, 2021.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.