

Programs Coordinator

9 Week Temporary Position | June 6 - August 8, 2022

DESCRIPTION

The 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 Programs Coordinator works on assisting in coordinating ongoing projects and programs, such as adult activities, sports, arts, seniors' fitness and social, and etc.

AVAILABILITY

- 40 Hours per week
- \$16/hour pay rate
- Flexible hours with work expectations during the NHCA Office core hours
- Evenings and weekends availability would be necessary for community activities

RESPONSIBILITIES

- Working on planning, organizing, and implementing ongoing projects and programs
- Attending NHCA activities where coordinator's support is needed
- Developing new projects and programs
- Collaborating 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, Recreational Activities, 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, cover letter, and other applicable qualifications to the NHCA's Executive Director – exec.director@nhca.ca before 8:00AM on Monday, May 30, 2022.

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.

DIVERSE

VIBRANT

INCLUSIVE

SUSTAINABLE