

JOIN US



We Are **HIRING**

PROGRAM MANAGER

**Community Engagement Department
(3-6 month term*, full time, 37.5 hrs per week)**

*This role might lead to permanent full-time employment

The Calgary Chinese Elderly Citizens' Association is a charitable organization established in 1985 that provides a supportive environment aimed to enhance the well-being of Chinese older adults and their integration into Canadian society. This role is responsible for managing and overseeing the Community Engagement Department, including budgeting, volunteer and program management. Additionally, this position plays a key role in sourcing funding opportunities, and developing funding proposals and reports.

Responsibilities:

1. Manage and oversee the daily operations of the Community Engagement Department including implementation and evaluation of programs and projects according to client needs and CCECA mandate
2. Oversee the volunteer management program including the management of volunteers and the volunteer database system
3. Identify funding sources, develop proposals for funding application, and complete evaluations and reports according to funders' requirements
4. Develop the agency annual plan and assist the Executive Director in developing the strategies and budget for programs
5. Liaise and work with various stakeholders including internal, external groups, service providers, committees, and community to create community impact, partnership, and network
6. Supervise team leads in planning, implementing, and evaluating programs and events to meet funding requirements; designing surveys to collect and review feedback from clients/volunteers, evaluate and adjust programs accordingly
7. Coach, mentor, train and develop the team including performance feedback
8. Any other duties as assigned by the Executive Director

Qualifications and Skills:

- Degree/Diploma in Social Work or related discipline
- Five to seven years' experience in a similar capacity
- Demonstrated skills and capacities: group facilitation skills; management of multiple projects and deadlines; work independently with initiative; collaboration and teamwork; ability to foster change; excellent writing, verbal and public speaking skills; Microsoft Office skills; valid driver's license and access to a vehicle, flexible schedule to accommodate work related issues
- Experience in working with older adults will be an asset
- Proficiency in written and spoken English and Chinese (Cantonese or Mandarin)

Please submit resume and cover letter to elaine.ogada@cceca.ca on/before August 23, 2024. We would like to thank you in advance for your interest in this position. Only candidates selected for interview will be contacted.

