

# JOIN US



# We Are **HIRING**

## **PROGRAM COORDINATOR** **SLEEPWELL AND MEDICATION APPROPRIATENESS PROGRAM** **(CONTRACT, UP TO 15 MONTHS)**

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. The role is responsible for organizing, implementing, and evaluating two programs: the Sleepwell Peer Support Program, which addresses chronic insomnia among Chinese older adults using evidence-based Cognitive Behavioral Therapy for Insomnia (CBT-I), and the Medication Appropriateness Program, which promotes safe and appropriate medication use.

### Responsibilities:

- Program Management
  - In charge of the planning, organizing, promotion, implementation, delivery and evaluation of the program
  - Prepare, translate, and manage marketing, promotional and program materials such as Sleepwell booklet across traditional and digital platforms, including social media, posters, and written content
- Volunteer Engagement and Trainings
  - Recruit, train, engage, supervise and recognize volunteers
  - Organize and deliver workshops, volunteer trainings, events, radio programs and peer support groups
  - Assist in managing volunteers and the volunteer database system
  - Develop volunteer training materials, manuals/handbooks, and related resources; translate content
  - Provide support and assist the volunteers by responding to their requests/inquiries
- Act as a liaison between clients, volunteers, staff and other organizations
- Perform related administrative duties
- Maintain an accurate, up-to-date volunteer database and statistical records; Prepare reports and collect data as required by funder
- Require working on Saturday/Sunday as needed
- Perform any other duties as assigned

### Qualifications:

- Degree /Diploma education in social work, human services or related discipline
- A minimum of 2-3 years of work experience in organizing and running programs and/or experience in non-profit
- Experience in project management, and working with older adults and volunteers is preferred
- Proficiency in written and spoken English and Chinese (Cantonese/ Mandarin)
- Other demonstrated skills and capacities: proactive and work independently with initiative; collaboration and teamwork; ability to foster change; caring and empathetic in a professional, mature manner; excellent writing, verbal and public speaking skills; Microsoft Office skills; Savvy user of electronic communications and social media; multi-tasking with tight deadlines yet attention to detail

### Position Type:

- Contract up to 15 months
- Hours of work: 37.5 hours per week
- Starting salary: \$24 per hour

Kindly submit your resume and cover letter to [elaine.ogada@cceca.ca](mailto:elaine.ogada@cceca.ca) until a suitable candidate is identified. We appreciate your interest in this position, and only those candidates selected for an interview will be contacted. We thank you in advance for your application.