

JOIN US



We Are **HIRING**

TEAM LEAD - SUPPORT PROGRAM **FULL-TIME, 37.5 HOURS/WEEK**

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 position oversees the planning, implementation, and evaluation of support programs and supports funding efforts.

Responsibilities:

- Oversee and coordinate the overall planning, implementation, and evaluation of the center based activities and support programs in compliance with agency policies, budget and related requirements
- Oversee, supervise, and monitor Program Coordinators in the planning, implementation, and evaluation of programs and events to ensure compliance with funding requirements
- Oversee the accurate maintenance of volunteer records, including volunteer information, timesheets, and statistical records
- Overseeing client and volunteer surveys to gather feedback, assess effectiveness, and improve the programs accordingly
- Support in identifying funding sources, developing proposals for funding application
- Liaise and work with various stakeholders including internal, external groups, service providers, committees, and community to create community impact, partnership, and network
- Prepare evaluations and reports according to funders' requirements
- Require working on weekends as needed
- Perform any other duties as assigned

Qualifications:

- Bachelor's degree or diploma in Social Work or related discipline
- Three to five years related experience is required (working with older adults, case management and volunteer management)
- Prior experience in mental health field and community is preferred
- Prior supervision/leadership experience is preferred.
- Fluency in speaking and writing English and Chinese (Cantonese and Mandarin)
- Excellent interpersonal and communication skill, caring and empathetic in a professional, mature manner
- Multi-tasking with tight deadlines
- Proactive and ability to work independently
- Proficiency in Microsoft Office
- Starting salary from: \$28.5 per hour
- Candidate with less experience or qualification may still be considered for the Program Coordinator position

Kindly submit your resume and cover letter to 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.