

JOIN US



We Are **HIRING**

PROGRAM COORDINATOR **(13-MONTH TERM, 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. The role is responsible for volunteer management, as well as the organization, implementation, and evaluation of the Support Programs that are designed to meet the needs and interests of community members.

Responsibilities:

1. Program Management
 - In charge of the planning, organizing, promotion, implementation, delivery and evaluation of the programs
 - Prepare and coordinate all marketing and promotion on both traditional and digital platforms including social media, posters and content writing if needed
2. Volunteer Management
 - Recruit, train, engage, supervise and recognize volunteers
 - Manage the volunteer operation and the volunteer database system
 - Develop volunteer training materials, manual/handbook and related resources, and conduct the required training to volunteers
 - Provide support and assist the volunteers by responding to their requests/inquiries
3. Act as a liaison between clients, volunteers, staff and other organizations
4. Perform related administrative duties
5. Maintain an accurate, up-to-date volunteer database and statistical records; Prepare reports and collect data as required by funders
6. Require to work on weekends as needed
7. Perform any other duties as assigned

Qualifications:

- Degree /Diploma education in 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
- Contract is renewable, subject to funding availability
- Starting salary: \$23 per hour

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.