

JOIN US



We Are **HIRING**

PROGRAM COORDINATOR **(4-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 the organization, implementation, and evaluation of a few programs/services, including Escorted Transportation Services (ETS). The Escorted Transportation Services provides escorted transportation for Chinese older adults to support essential activities, such as medical appointments and grocery shopping, as well as non-essential activities, including social outings and trips.

Responsibilities:

- Collaborate with related agencies to develop the program's infrastructure, including volunteer scheduling and booking databases, operational tools, and training manuals for volunteer drivers and shared resources
- Develop and maintain program protocols, including guidelines, procedures, and service standards
- Establish service criteria and create client databases, procedures, and guidelines for screening, intake, and risk management
- Supervise and recognize volunteer drivers to ensure escorted transportation activities are delivered in compliance with CCECA's volunteer policies and safety guidelines
- Manage administrative tasks, including maintaining accurate volunteer information and statistical records
- Coordinate volunteer schedules, trips, and bookings, and make adjustments as needed
- Act as a liaison among key stakeholders—including clients, volunteers, staff and partner organizations
- Plan and organize meetings, focus groups, promotional events, or workshops
- Collect data and prepare reports and evaluations as required by funders.
- Work on weekends as required to support program needs

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
- Starting salary from: \$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.

