

# JOIN US



*We Are*

# HIRING

## **PROGRAM MANAGER**

### **Community Engagement Department (Full time, 37.5 hrs per 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 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 designated programs and services such as the Support Program, Community and Home Support Services, ensuring the effective implementation and evaluation of programs and projects aligned with client needs and the organizational mandate
2. Lead and administer the volunteer management program, including recruitment, engagement, retention, and maintenance of the volunteer database system
3. Identify funding opportunities, prepare and submit grant proposals, and complete required evaluations, statistics and reports in accordance with funder requirements
4. Develop the agency's annual operational plan and support the Executive Director in establishing program strategies and budgets
5. Build and maintain strong relationships with internal teams, external partners, service providers, committees, and community stakeholders to enhance collaboration and community impact
6. Supervise team leads in the planning, delivery, and evaluation of programs and events to meet funding and organizational requirements; design and implement surveys to gather feedback from clients and volunteers and use findings to improve programs
7. Provide leadership through coaching, mentoring, training, and performance management to support team development and effectiveness
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)
- Starting salary from: \$33 per hour

Please submit resume and cover letter to [elaine.ogada@cceca.ca](mailto:elaine.ogada@cceca.ca) on/before July 10, 2026. We would like to thank you in advance for your interest in this position. Only candidates selected for interview will be contacted.

