



Recruitment

PROGRAM COORDINATOR **(6-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 to enhance the well-being of Chinese older adults and support their integration into Canadian society. This role coordinates, delivers, and evaluates the designated programs/services including the Sleepwell Peer Support Program, which addresses chronic insomnia among Chinese older adults using evidence-based Cognitive Behavioral Therapy for Insomnia (CBT-I). This position facilitates peer support groups and provides individual follow-up support to volunteers.

Responsibilities:

- Plan, organize, promote, implement, deliver, and evaluate program activities.
- Prepare, translate, and manage marketing, promotional, and program materials, including the Sleepwell booklet, for traditional and digital platforms such as social media, posters, and written content.
- Recruit, train, engage, supervise, and recognize volunteers.
- Organize and deliver workshops, training sessions, events, and peer groups.
- Support volunteer management and maintain the volunteer database system.
- Develop and translate volunteer training materials, manuals, handbooks, and related resources as needed.
- Respond to volunteer requests and inquiries.
- Serve as a liaison among clients, volunteers, staff, and community organizations.
- Maintain accurate, up-to-date volunteer database and statistical records, and collect data and prepare reports as required by funders.
- Work weekends as required.
- Perform other duties as assigned.

Qualifications and Skills:

- Degree or diploma in human services, or a related field (social work).
- Minimum of 2–3 years of experience organizing and delivering programs, preferably in a non-profit setting.
- Experience in project management and working with older adults and volunteers is preferred.
- Proficiency in written and spoken English and Chinese, including Cantonese and Mandarin.
- Strong ability to work independently and proactively; collaborate effectively; support change; communicate with care, empathy, and professionalism; demonstrate excellent writing, verbal, and public speaking skills; proficiency using Microsoft Office applications and electronic communication tools; and manage multiple priorities under tight deadlines with attention to detail.
- Starting salary: \$25 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.