

JOIN US



We Are **HIRING**

PROGRAM COORDINATOR **(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 virtual and in-house programs and events that are based on the needs and interest 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 Engagement and Trainings
 - Recruit, train, engage, supervise and recognize volunteers ; assist in managing volunteers 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

Kindly submit your resume and cover letter to Elaine Ogada 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.