



## The Calgary Chinese Elderly Citizens' Association

### **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 a few key programs such as Volunteer Handy Person Program and Tax Clinic. Volunteer Handy Person Program (VHPP) provides free home repair and maintenance services to senior homeowners through the trained volunteer handyperson program. We are also offering a free Tax clinic to support seniors in the community.

#### 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
  - Host weekly radio show including coordination of guest speakers and script
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 working experience in a similar capacity and/or experience in a non-profit
- Handyman skills, including general repair, maintenance, and troubleshooting, are an asset
- Experience in project management, and working with older adults and volunteers is preferred
- A valid driver's license and access to a vehicle
- Proficiency in written and spoken English and Chinese (Cantonese or Mandarin)

Please submit resume and cover letter to [elaine.ogada@cceca.ca](mailto: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.