



# JOIN US

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我們現正招募以下職位：

## **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 Tax Clinic, Support Program, etc 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 tax clinic and Support Program
- Recruit, train, supervise and engage volunteers in tax clinic and Support Program
- Work with various internal and external groups to facilitate collaboration and create community impact
- Promote and market the tax clinic and activities of Support Program in both traditional, and social media platforms such as preparing posters, and videos

### 2. Act as a liaison between clients, volunteers, staff and other organizations

### 3. Perform related administrative duties

### 4. Maintain an accurate, up-to-date volunteer database and statistical records; Prepare reports and collect data as required by funders

### 5. Require to work on weekends as needed

### 6. 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.