



Program Coordinator & Community Engagement

The Program Coordinator and Community Engagement position exists to: facilitate, oversee and administer the CALP (Community Adult Literacy Program) including managing tutors and volunteers; facilitate our youth literacy programs; and assists with community and fundraising efforts/events. This position requires a self-motivated and organized individual with amazing time management and communication skills that is comfortable leading groups of learners in all age demographics. Must be able to legally work in Canada.

Duties and Responsibilities:

- Oversee the CALP program including but not limited to: attaining, organizing, training and supporting volunteer tutors, completing all necessary program reports, organize and coordinate events related to CALP initiatives.
- Organize and support community engagement and/or fundraising events/workshops from start to finish.
- Assessing client/learner needs and assisting adult participants to determine and achieve their educational and life-skill goals.
- Gathering program materials, resources and supplies; adhere to program budget limitations, administer programs in a cost-effective manner, with all expenses to be approved by the Executive Director.
- Maintain partnerships with other service providers and collaborates on community connection activities with learners.
- Engage in discussions with various religious/cultural groups and raise awareness of our programs.
- Maintain up to date learner files and gather data, prepare and produce program reports as requested.
- Maintains up to date program reports and scheduling using the various platforms that Society uses.
- Program promotions to raise awareness in the community.
- Event planning and management with support of the Executive Director
- Community awareness presentations to community stakeholders.



Terms of Employment:

- 30-35 hours per week
- Competitive wages based on experience and qualifications
- Health benefits after 3 months of employment

How to apply:

Please send a cover letter with a resume to Jessica Kalman, Executive Director at:
executivedirector@fsjliteracy.ca

We will be reviewing applicants as they arrive and will continue until a candidate has been selected. We appreciate all interest in this position, however only those selected for an interview will be contacted.