



#201 – 10136 100 Avenue
PO Box 6196
Fort St. John, BC, V1J 4M7
250-785-2110

Program Coordinator

The Program Coordinator and Community Engagement position exists to oversee and administer programming to support literacy programming in our community, specifically adult and family literacy programs. This involves connecting with the community to assess needs and develop programs specific to the community needs, liaising with partner agencies and groups to develop unique programs to support literacy, facilitating literacy programming and supporting special events and fundraising efforts of the Society.

This position requires a self-motivated and organized individual who can work with limited supervision, independently and within a team. The successful candidate will have strong communication, time management, research and planning skills and is comfortable leading groups of learners in all age demographics. As a public face for literacy in our Community, the Program Coordinator & Community Engagement position will represent the Society in community meetings, media, funders, donors, program participants and other stakeholders.

Must have a drivers license, reliable vehicle and 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.



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- 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
- Schedule flexibility with the understanding that there may be evening and weekend hours for special events and programming.
- Competitive wages based on experience and qualifications

How to apply:

Please send a cover letter with a resume to L.J. Lawson, Board Chair at: chair@fsjliteracy.ca.

We will begin reviewing applications on February 18 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.