

## Position Description

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### Position Title

Program Coordinator

### Reports To

The Program Coordinator will report to Executive Director.

### Position Overview

Program Coordinators develop, plan, and implement programs, events, and projects that align with our organization's mission and goals. This can involve creating materials, proposing staffing requirements, creating and maintaining budgets, fundraising, procurement, community outreach and partner development, staff and volunteer coordination, participant engagement, reporting on progress, and evaluation. This position is essential to the Fed being able to provide engaging, relevant programs for youth in and from government care.

### Responsibilities and Duties

1. Develop, implement, and promote a variety of programs/projects/events in collaboration with others.
2. Provides youth with support and encourages their leadership, development, and engagement.
3. Maintains and develops effective community partnerships with youth, staff, and allies that support the achievement of the program/project/event goals.
4. Solves day-to-day operational problems and coordinates all program and project deliverables, staying within Fed policies, guidelines, and Fed approved communications messaging.
5. Monitors and administers program/project/event revenues and expenses.
6. Procures the necessary supplies and materials required to implement programs/projects/events within budget.
7. Plans and implements the facility set up and take down for the program/project/events.
8. Monitors program or project budgets and helps build budget projections.
9. Administers bursary/honoraria granting.
10. Writes, edits, and coordinates development of program and promotional materials as appropriate to the program/project/event.
11. Maintains program/project/event records and enters all relevant data into the appropriate system in a timely manner.
12. Research information and gathers, analyzes, and summarizes various data.

13. Prepares reports selecting relevant data from a variety of sources.
14. Develops and conducts relevant evaluations of program/project/event activities.
15. Flags emerging issues or trends that could impact project or program effectiveness and proposes possible solutions. Makes suggestions for project and program improvements.
16. Ensures proper staffing levels for the program are maintained; may involve staff scheduling.
17. May provide day-to-day supervision of employees and/or volunteers, project partners, etc.
18. Supports hiring and onboarding process of new employees.
19. Understands the value of fundraising and knows how to actively look for program opportunities that could be matched with donor initiatives.
20. Performs miscellaneous duties as assigned.

## Competencies

**PEOPLE & INTERPERSONAL SKILLS** – Actively Builds Relationships and Partnerships; Maintains Professional Boundaries; Understands Social and Political Dynamics and Can Navigate Them; Anticipates and Responds to Other's Needs; Demonstrates Honesty and Integrity; Trustworthy; Active Listener; Addresses Conflicts Positively; Collaborative; Encourages and Motivates Others; Encourages Accountability; Tactful and Considerate; Supports Feedback; Friendly Demeanor; Strengths Based; Compassionate and Empathetic; Consistent; Shares Perspective

**DELIVERS RESULTS** – Keeps Commitments; Meets Deadlines; Sets Relevant Goals; Persistent; Overcomes Obstacles; Dependable; High Level of Output; Accurate; Achieves High Quality Outcomes; Focused; Efficient; Follows Policies & Procedures; Follows Direction

**PROMOTES EQUITY, DIVERSITY & INCLUSION** – Maintains a Broad Prospective; Respects All People; Recognize and Embraces Differences; Understands Impact of Systemic Barriers and What Creates Inequitable Outcomes; Creates Common Ground; Aware of Biases; Open; Non-Judgmental; Culturally Appropriate; Can Intervene Effectively When Allyship is Needed

**SELF AWARENESS & DEVELOPMENT** – Practices Self Care; Demonstrates Resilience; Continuous Learning & Reflection; Utilizes Strengths; Displays Confidence; Demonstrates Passion for Work; Positive Attitude; Recognizes Capacity

**PROJECT MANAGEMENT** – Delegates; Integrates Ideas; Sets Expectations; Celebrates Milestones; Provides Direction; Effective Planning; Keeps Organized; Manages Multiple Demands; Decisive and Sound Judgement; Manages Resources; Sets Realistic Goals; Develops Contingency Plans; Time Management; Maintains Safety Awareness; Manages & Mentors Others; Purposeful Meetings; Motivates Others

**COMMUNICATION** – Understands Audience; Shares Information; Articulates Thoughts Clearly; Factual; Uses Good Grammar, Spelling, and Sentence Structure; Uses Various Mediums; Straightforward and Logical Content Delivery; Engages Audience

**DIGITAL SKILLS** – Maintains information security and integrity; Effectively uses various digital tools and platforms

**PROBLEM SOLVING** – Efficiently Analyzes Problems; Evaluates Information; Considers Alternatives; Considers Consequences; Generates Effective Solutions

**CREATIVITY & INNOVATION** – Thinks Outside the Box; Generates and Builds on Ideas; Encourages Healthy Risk Taking; Fails Forward; Encourages Continuous Improvement; Forward Thinking; Embraces Change; Builds Best Practice; Takes Initiative; Resourceful

**PROFESSIONALISM** – Shows up on Time; Follows Dress Code; Communicates Schedule Changes; Maintains Organized Workspace; Respects Shared Spaces

**YOUTH ENGAGEMENT** - Involves youth in planning and in making decisions that affect themselves, others, and our organization

**YOUTH DEVELOPMENT** - Focuses on a young person's gifts, talents, current skills and abilities, as well as their potential for further develop in these areas. Provides youth with a positive, strengths-focused approach to personal development

**YOUTH SUPPORT** – Helps youth to connect with the resources and supports they need; Helps youth to advocate for themselves

**YOUTH LEADERSHIP** – Creates opportunities for youth to show up and give back. This includes everything from being present, providing support and encouraging others, acting as a role model, and leading oneself and others.

**GENERAL ADMINISTRATION** - responds promptly to phone calls and emails; keeps electronic and paper records updated; submits expense reports & payment requests in timely manner

## Qualifications & Requirements

- Criminal Record with Vulnerable Sector Check Clearance Letter
- Valid BC Class 5 Driver's License with Clean Drivers Abstract
- Current Standard First Aid & CPR
- Applied Suicide Intervention Skills Training or Equivalent
- Cultural Awareness Training
- Minimum of 4 Years' Experience in the Youth Sector or a combination of Education and Experience
- Intermediate skills with Microsoft suite of programs (I.e. Office, Outlook, Teams, SharePoint, etc.)
- Keyboarding ability at 40 words per minute with 80% accuracy
- Knowledge of child welfare system in BC and the needs and issues of youth impacted by this system.

## Work Environment & Conditions

- Mainly Office Environment with Long Periods of Sitting and Computer Use

- Some Off Site and/or Overnight Programming usually in a Camp like Setting
- Travel within and outside of BC
- Moving and lifting a variety of items weighing up to 15-20 lbs