



PROGRAM COORDINATOR (CONTRACT)

The Program Coordinator plans and implements group programming for young pregnant and parenting women across York Region. Reporting directly to the Program Manager, the Program Coordinator oversees the scheduling and execution of all outreach group programs and workshops; collaborates with community agencies and services to identify program partners for workshops and client special events.

DUTIES AND RESPONSIBILITIES

- Coordinate, plan, design and implement parenting and personal development workshops and programs
- Facilitate on-site and virtual programs and workshops
- Develop and maintain relationships with guest speakers, facilitators and community partners
- Create promotional materials and calendar
- Support guest speakers and facilitators at on-site program
- Coordinate program volunteers
- Purchase supplies
- Register clients for programs and workshops
- Data entry and produce monthly program reports
- Assess effectiveness and impact of programs and workshops and making recommendations to improve their delivery
- Participate in program measurement and evaluation
- Attend supervision and team meetings
- Attend community committees and events
- Engage in community outreach through social media content and interaction
- Assist the Program Manager as needed
- Participate in ongoing professional development

QUALIFICATIONS AND SKILLS

- Diploma/Degree in Social Work/Service, Education, or related field
- Minimum of 3 years' experience working with families
- Trained in evidence-based parenting programs such as Nobody's Perfect and Triple P
- Ability to customize programs to meet client needs
- Knowledge of Family, Attachment, Child Development and Adult Learning Theories
- Experience practicing within anti-oppressive, trauma-informed, gender affirming, anti-racism framework
- Strong group facilitation skills
- Client centered, solution focused approach with sensitivity to and knowledge of socio-economic and cross-cultural issues affecting young mothers and their children
- Experience working with teen parents and/or youth and in the not for profit sector preferred

- Excellent oral and written communication skills and interpersonal skills
- Exceptional organizational skills with ability to meet deadlines and manage multiple priorities
- Enthusiastic, warm and friendly personality, with a demonstrated client-service orientation
- Experience with a client database is an asset.
- Competency in Microsoft Office Suite
- Food Handler's Certificate an asset
- Current vulnerable Sector Screening and recent TB test
- First Aid and CPR
- Access to a reliable vehicle for travel across York Region
- This position requires the successful candidate to have a valid driver's license. The successful candidate would have to provide proof of a valid driver's license and insurance upon being hired
- Able to work flexible hours

PERSONAL SUITABILITY

- Flexible and cooperative approach to working with others
- Non-judgmental, positive and caring attitude with sensitivity to the impact of the social, economic, environmental and cultural issues of our participants.
- Respectful of agency values

PHYSICAL REQUIREMENT

- The incumbent will have to spend long hours sitting and using office equipment and computers. The incumbent may also have to do some light lifting of supplies and materials from time to time.

This is a 30-hour per week contract position until December 2021.

Application Deadline: September 16, 2020

Please forward resumes and cover letters to: sfreitas@roseofsharon.com by September 16, 2020.

We thank all applicants for their interest. We will contact only those selected for an interview. Applicants are encouraged to provide a valid email address for communication purposes. Applicants who provide an email address may receive their written correspondence with respect to this job posting directly to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly to receive this correspondence.

ROSE OF SHARON IS AN EQUAL OPPORTUNITY EMPLOYER. We encourage people of all races, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. If you are an individual with a disability and you need accommodation in applying for this position, please email us at: sfreitas@roseofsharon.com and identify the job title in the subject line.