

PROGRAM DEVELOPMENT COORDINATOR JOB DESCRIPTION

PURPOSE OF THE POSITION

To provide administrative support and revise programs and training curriculum and initiatives for the Indigenous Perspectives Society's (IPS) Program Development team within the confines of the IPS vision, mandate, policy and standard operating procedures.

NATURE OF WORK AND POSITION LINKS

Reporting to the Executive Director and management, the Program Development Coordinator is responsible for providing a full range of administrative support services and for assisting in the smooth operation of the Indigenous Perspectives Society's trainings. The Program Development Coordinator is expected to work independently and demonstrate excellent organizational skills.

To fulfill its responsibilities, the position develops and maintains relationships with:

Project Lead, Associate Director, and Executive Director

Stakeholders (Ministry of Children and Family Development, Indigenous Child and Family Service Agencies, Royal Roads University, and other community organizations)

SPECIFIC ACCOUNTABILITIES AND DELIVERABLES

- Supports social enterprise initiatives, which can include researching and applying for grants;
- Researches and revises curriculum around best practices in inter-cultural relationship building as delegated by the Project Lead;
- Revises appropriate curriculum and activities for the online learning environment as well as classroom primarily for adult learners;
- Conducts Training Needs surveys;
- Maintains and provides technical support for online trainings and webinars;
- Monitors, replies to, and forwards emails to appropriate staff;
- Represents the Society at community events and fairs as requested;
- Responds to inquiries from stakeholders;
- Monitors areas of responsibility for opportunities for improvement and innovation to program and service delivery;
- Fosters and maintains positive working relationship with Society staff;
- Coordinates materials and training information with facilitators and participants
- Coordinates shipping of training supplies with Program Coordinator
- Organize registration of participants, including lists and distributing information to applicable personnel for private deliveries

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- Carries out other duties essential to the position as directed by the Executive Director, Management and Associate Director

TOOLS/EQUIPMENT

- Computer software including Microsoft Office Suite (Access, Excel, Word etc.), PowerPoint
- Operate computer for word processing, data bases, spread sheets, electronic mail, calendar, internet etc.
- Training platforms such as MOODLE
- Standard office equipment such as: computer, facsimile, photocopier, multi-line telephone.

WORKING CONDITIONS

- Office environment
- May be required to travel to attend meetings, conferences, seminars etc.;
- May be required to work evenings and weekends.

SELECTION CRITERIA

Education and Experience

- Grade 12 diploma, and some post secondary an asset
- General office experience, or
- An equivalent combination of education and experience,
- Experience in keyboarding, word processing, excel spreadsheets and other standard computer applications,
- Experience drafting correspondence independently and from written and verbal instructions,
- Experience coordinating meetings and travel arrangements would be an asset.

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KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of data gathering techniques, such as research including online library to obtain technical and administrative materials for organizational use;
- Knowledge of routine office practices and of the proper form of business letters and business English;
- Knowledge of computer software including MS Office;
- Advanced verbal and written communication skills including the ability to provide, obtain or follow clear, concise and accurate information orally and in writing (including spelling, grammar, context and structure);
- Ability to operate standard office equipment including but not limited to computers, copiers, calculators, facsimile machines, and multi-line telephones;
- Ability to establish and maintain effective working relationships with a variety of individuals to complete work assignments;
- Ability to work independently with limited direction, act on own initiative, set own priorities and meet tight or changing deadlines;
- Ability to exercise discretion and apply mature judgment to make decisions regarding operational and administrative matters, determine appropriate course of action, and solve problems;
- Ability to deal effectively and efficiently with occasionally demanding individuals
- To provide or obtain information to clarify or resolve issues;
- Ability to effectively communicate and respond to routine requests or inquiries from IPS staff and stakeholders;
- Ability to interact effectively with staff, consultants and stakeholders; and
- Ability to provide technical support to online training platforms

CERTIFICATION

I have read the contents of this job description and accept the position and responsibilities as described in this document.

Employee Name

Date

Signature