

JOB DESCRIPTION – PROGRAMS COORDINATOR

Position type: Full-time, temporary (with potential for permanent placement)

Start date: As soon as possible

End date: July 15, 2021

Position Overview:

Are you passionate about making a difference? Help keep continuing care workers safe during these incredibly challenging times by joining the team at SafeCare BC. We are seeking a Programs Coordinator to oversee all aspects of planning and management of critical education and training to continuing care workers across BC, as well as support other key initiatives. You will work with a deeply committed, high-performing team to get information into the hands of those who need it most in a way that is organized, timely, and professional. If you are looking for a job with purpose – you have found it!

Responsibilities:

Plan and execute programs within a given budget, including:

- Coordinating workshop logistics both virtually and in-person
- Providing technical support for online learning management system
- Selecting and booking venues (mostly in a virtual environment)
- Liaising with and coordinating speakers, workshop facilitators, members, and workshop registrants
- Supporting the delivery of online education, including providing technical support for online and virtual education
- Coordinating all activities with members and individuals linked to the continuing care sector
- Managing participant registration, including inquiries, cancellations, waitlists, and refunds
- Providing support for the delivery of education, including administrative tasks
- Tracking expenditures and remaining within a specified budget
- Overseeing all aspects of the learning management system
- Other duties as required by the Association

Market SafeCare BC initiatives and collaborate on communications projects, including:

- Promoting SafeCare BC education and workshops
- Increasing the number of workshop participants through marketing and communication strategies
- Conducting outreach with SafeCare BC members, including presence at industry events
- Liaising with partner organizations and associations
- Maintaining up-to-date contact databases
- Other duties as required by the Association

Qualifications:

- Highly proficient with technology including video conferencing platforms such as Zoom, and online learning platforms
- Excellent communication and organizational skills
- Strong written and verbal communication skills
- Ability to prioritize and multitask effectively
- Competent in MS Office applications including Excel, Word, and SharePoint
- Experience using WordPress-powered websites
- Marketing or communications diploma, or administration assistant certificate is an asset
- Valid BC drivers' licence and regular access to a vehicle

Working Conditions

- Collaborative team environment
- Remote work
- Travel within the province may be required

What SafeCare BC Offers

- Ability to contribute to meaningful work with the opportunity to drive positive change for care workers around the province
- SafeCare BC employee health benefit plan
- Opportunity to grow within the organization
- Professional development and education reimbursement
- Flexible work schedule for maintaining work/life balance
- A great team atmosphere and contemporary work environment
- Salary range \$38,000 - \$41,000 based on experience

Apply:

Applicants can send their resumes to the attention of Saleema Dhalla, Sr. Director of Strategic Engagement and Development. Instead of a cover letter, we ask that you submit **a one-page essay outlining why you are passionate about this position**. Applications can be submitted electronically to saleema@safecarebc.ca. **Posting will be open until the position is filled.**