



EDMONTON CHAPTER

Opportunity: Program Coordinator

Position Type: Part-time, flexible schedule averaging 21 hours per week. Can be permanent with renewable contact. Some evenings and weekends as needed.

About the Organization: The Canadian Celiac Association Edmonton Chapter is a volunteer charitable organization incorporated under the Alberta Societies act in 1984. The organization advocates for those with celiac disease and gluten sensitivity by providing Education, Awareness and Support programs.

The Canadian Celiac Association Edmonton Chapter seeks a Program Coordinator who is a self-motivated, proactive, task-juggling performer who enjoys engaging with people.

About You: You know the value of completing work without being asked but understand securing approvals is part of the job. You enjoy taking ownership of projects and are flexible in doing what it takes to get them done. One on one or in a group setting your strong oral and written skills makes you an effective communicator. With a positive attitude and resourcefulness your organizational skills enable you to meet deadlines. You will demonstrate leadership skills in the supervision of volunteers. Being motivated to learn will assist you in growing your skills in volunteer recruitment, securing sponsorships along with event planning and implementation including media promotion.

Specific skills: - Electronic document preparation - Use of social media platforms - Use electronic graphic design software - Knowledge of celiac disease or willingness to learn.

The successful candidate will have their own reliable transportation and complete a police security check.

Why You Should Apply: If you are looking for a part-time long-term position with a flexible schedule and enjoy working with people, then this may be the opportunity for you!

Compensation Range: \$18 to \$22 per hour (Education, Skills and Experience will be considered)

Please submit your resume and cover letter to president@celiacedmonton.ca.

We would like to thank all applicants for their interest in the position but only those selected for an interview will be contacted.