



Program Coordinator

Summary

The Program Coordinator is responsible for the coordination, management and continuity of the organization's various programs and services. The Coordinator is also required to coordinate with the CEO and support staff with respect to scheduling, delegation, logistics and budgeting to ensure the successful facilitation of CRIBE programming. Other managerial duties may be assigned as required.

Core Competencies

- Quality Orientation
- Time Management
- Creative and Innovative Thinking
- Development and Continuous Learning
- Problem Solving
- Research and Analysis
- Decision Making and Judgement
- Providing Consultation
- Ethics and Integrity
- Planning and Organizing
- Mathematical Reasoning
- Mediating and Negotiating
- Coaching and Mentoring
- Communication
- Energy and Stress
- Team Work

Job Duties

- Design, present and offer programs.
- Manage program communications and promotion.
- Administer program budget(s) and ensure it is adhered to.
- Prepare and facilitate regular meetings with the CEO.
- Maintain positive and professional communication with clients.
- Organize and manage CRIBE programs, through all stages of planning.
- Maintain detailed and accurate program records.
- Provide administrative support.
- Determine policies and procedures of programs.
- Manage the development, production and distribution of promotional and program materials.
- Oversee the financial management of programs.
- Review and assess feedback on all programs for continuous improvement.
- Pursue professional development opportunities.
- Other managerial duties may be assigned as required.

Requirements

- Secondary School Diploma required.
- University degree in Business Management, Forestry, Engineering or related field preferred.
- Intermediate – advanced knowledge of Microsoft Office (Word, Excel, Outlook, Power Point).
- Ability to interpret and effectively manage multiple and competing priorities and deadlines.
- Proven ability to organize, evaluate, communicate and present information, both verbally and written.
- Demonstrated time management and project management skills.

Contract Duration

- Initial 12 – 16 month contract; renewable based on funding.
- Start Date Negotiable - opportunity for immediate start date.

Compensation

- Full-time, Salaried position
- \$30 – 35/hour based on experience
- 3 weeks paid vacation
- Access to Health Benefits Package

Position is in Thunder Bay Ontario.

More information on CRIBE can be found at www.cribe.ca and www.nextfor.ca

RESUME AND COVER LETTER SHOULD BE SUBMITTED ELECTRONICALLY TO ceo@cribe.ca