



Position: Program Coordinator – Airdrie Satellite Centre

Supervised by: Client Services Director

Full Time: 40 hours per week

Opportunity:

The Calgary Pregnancy Care Centre is opening a satellite location in Airdrie, AB. The successful candidate will be part of this exciting venture to launch a new centre in this community.

Who We Are:

The Calgary Pregnancy Care Centre is a non-profit agency offering assistance for anyone facing an unplanned pregnancy or experiencing post-abortion stress. We have been caring for women, youth and families since 1985. We are committed to providing high quality support and programs powered by a passionate and dedicated team. For information about our organization please refer to our web site at www.pregcare.com

Position Summary

The Program Coordinator – Airdrie Satellite Centre is employed by the Calgary Pregnancy Care Centre (CPCC) to oversee the Centre's work in a satellite location. The incumbent will oversee the staff and volunteers at the satellite site. The incumbent will exemplify the mission and values of the CPCC.

Primary Responsibilities

Client Services

- Work closely with Client Services Director, Calgary
- Manage volunteer candidate interviews and approve new volunteers
- Train and mentor volunteers, assign daily tasks according to the individuals capacity and capabilities
- Debrief volunteers after each client visit
- Personally manage a small Client caseload
- Arrange for client referrals to community resources
- Manage and mentor staff

Centre Development

- Work with the Executive Director and relevant teams on the strategic plan for the Satellite Centre
- Develop external communications with Communications Director
- Develop and maintain connections with churches, schools and community agencies
- Build and maintain relationships with donors in Airdrie and surrounding area

- Develop relationships and maintain contact with churches and social service agencies in Airdrie and attend agency sector meetings
 - Act as the liaison to churches; assist with all fundraising activities
 - Clearly communicate the mission of the Pregnancy Care Centre to all stakeholders
- **Other**
 - Work with the Operations Director on support services (IT, Finance, Human Resources, Facilities)
 - Manage the day-to-day Centre operations
 - Compile and provide regular reports to the Executive Director

Qualifications and Skills

- Bachelor Degree in Social Work or a related field
- Experience working at a leadership level in non-profit organizations
- Self-motivated, set own goals and targets and work independently
- Work cooperatively on teams
- Experience researching current social issues impacting clients of the Centre
- Excellent communication, both verbal and written
- Experience developing and working with volunteers
- Supervisory experience an asset
- Hold a valid driver's license and vehicle

Additional Information

- The Program Coordinator - Satellites must exercise good judgement and maintain confidentiality
- Must adhere to CPCC's values, statement of faith
- An enhanced security clearance must be completed as a condition of employment

What We Have to Offer:

- Extended Health Benefits
- An opportunity to continually grown and learn in a variety of ways
- Ability to make a difference in the lives of others and the Airdrie community

How to Apply:

If you are interested in being part of this exciting opportunity, forward resume and cover letter with the *Program Coordinator – Airdrie Satellite Centre* in the subject of the email to info@pregcare.com .
Position open until suitable candidate is found.

We thank all applicants for their interest. Only those selected for interviews will be contacted.