



Employment Opportunity

Program Coordinator

Conservation Corps Newfoundland and Labrador's (CCNL's) suite of programs and projects provide employment, education, tools and support in the areas of environmental and cultural conservation throughout the province. We are currently seeking a full time Programs Coordinator who will have responsibility for coordinating and providing primary support to CCNL's employment programs (Green Team, Internship, etc.) as well as other programs or projects of CCNL. The successful applicant will be responsible for assisting with staff recruitment and coordination, program planning, project support, program administration, operational support, special events coordination and training support. The Program Coordinator's responsibilities may include providing logistical support to new projects/initiatives as they arise.

We are looking for an energetic, detail-oriented, individual who is passionate about supporting youth, communities and other organizations in Newfoundland and Labrador.

Responsibilities

- Support the facilitation and delivery of CCNL programs and projects
- Perform recruitment activities and job placement coordination related to the CCNL employment programs
- Establish and maintain effective communication and working relationships with partner organizations, funders, and other stakeholders applicable to programs and projects
- Update training resources, coordinate training sessions and deliver training to new and existing staff
- Coordinate the use of online file sharing platforms (eg. G-Suite) to facilitate data distribution and collection and the organization of operational files to be used by program participants and staff
- Perform a wide variety of administrative support duties including record keeping, inputting/organization/distribution of data and information, printing/filing/data storage for physical records, conducting inventories/organization/evaluation of program supplies and resources etc.
- As requested, assist with reporting to funders, stakeholders and others as well as the development of funding proposals
- Assist with the collection of program statistics and assist with the creation, updating, delivery and analysis of program evaluation tools
- Ensure timelines and deadlines are adhered to for all applicable programs and projects
- Coordinate the inventory, distribution and collection of program equipment and supplies
- Assist with project and partner recruitment activities
- Assist in the project selection process for employment programs
- Provide facilitation, logistical and administrative support to programs and special projects/events
- Assist in the coordination and implementation of marketing and promotion plans for applicable programs
- Attend workshops, conferences and events related to program promotion or development as required
- Support the implementation and enforcement of occupational health and safety policies, protocols and standards including workplace inspections, site visits, accident/incident investigations, distribution and compliance with personal protective equipment, policy review etc.
- Provide support to other initiatives and projects as requested

Qualifications

Candidates should possess excellent communication and organizational skills, strong problem solving ability and a great work ethic. Candidates should have a valid drivers license, access to a vehicle with appropriate insurance and a willingness to travel if required. The position is 35 hours per week, however flexibility will be required for evening and weekend work as necessitated for effective program coordination.

Salary for the above position is \$48,000-\$52,000 per year. CCNL offers a competitive compensation package, including a health and dental program and employer-matched RRSP to qualifying employees.

Please apply with cover letter, resume and three references. **The competition will remain open until a candidate has been selected. The ideal start date would be in September 2021, however this is flexible pursuant to the needs of the candidate and the organization.**

Applications should be forwarded to:

Selection Committee, Conservation Corps Newfoundland and Labrador
Suite 100, 10 Austin Street
St. John's NL A1B 4C2
Email: applications@ccnl.ca
Tel: 709-725-7104
Fax: 709-729-7270

For more information on Conservation Corps Newfoundland and Labrador, please visit www.ccnl.ca