



*Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. CIWA's Mission is to engage and integrate all immigrant women and their families in the community. We are seeking an individual who shares our values of Integrity, Equity, Inclusiveness, Innovation and Leadership.*

*Empower Immigrant Women. Enrich Canadian Society.*

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**Program Coordinator - Office Administration for Immigrant Women Program**  
**Full Time – 37.5 hrs per week**  
**Competitive salary and benefits package**

The Program Coordinator is responsible for daily supervision and administration of all program components in this enhanced language training program. This position maintains close contact with the program staff to help address issues and challenges arising on a daily basis that require leadership and decision-making. As well, the coordinator of this program is responsible for anticipating and planning for changes needed throughout the program, and for working collaboratively with CIWA staff in the writing and submission of program reports. The Program Coordinator will ensure all duties are executed in a professional and timely-fashion.

**DUTIES AND RESPONSIBILITIES**

- Coordinate and participate in program promotion and orientation
- Coordinate client recruitment for the program
- Coordinate and supervise work experience and one-on-one counselling for participants
- Organize 10 week work experience placements for participants
- Coordinate and conduct follow-up support for participants
- Prepare program evaluation tools
- Organize participants work site visits/audits
- Coordinate and supervise curriculum development
- Coordinate and supervise language training component
- Recruit, coordinate and supervise program volunteers
- Liaise and coordinate communication with collaborating program partners
- Create and foster relationships with business partners
- Conduct follow up assessments with program participants
- Evaluate the program according to proposal requirements
- Supervise the work of the program team
- Support program staff in program implementation
- Coordinate the development of measurement tools for the program
- Ensure client data entry is complete in the CMS and iCARE databases
- Provide regular reporting and updates to funders and to the Department Manager
- Attend and participate in CIWA events
- Other related duties as assigned by the Department Manager

**STANDARDS OF PERFORMANCE**

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

## **QUALIFICATIONS**

- Post-secondary education in the area of Communications Studies, Education, Humanities, and/or Social Sciences
- 3 years' experience in program coordination in a not for profit environment is required
- Experience with and/or sound knowledge of curriculum development considered an asset
- Experience with program planning, program implementation, and program logic models is required
- Understanding of outcome measurement tools
- Proven experience in proposal/report writing
- Computer literacy and strong communication skills including writing skills
- Experience working with immigrants dealing with language barriers
- Appreciation and knowledge of cultural diversity/experience working with an immigrant population
- Supervisory experience in a not for profit environment is an asset
- Strong team work skills and the ability to work using a participatory management style

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive please forward your cover letter and resume to:

Human Resources  
Calgary Immigrant Women's Association  
Suite 200, 138 - 4<sup>th</sup> Avenue SE  
Calgary Alberta T2G 4Z6  
Fax 403.264.3914  
Email [careers@ciwa-online.com](mailto:careers@ciwa-online.com)

*The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.*