



POSTING

PROGRAM COORDINATOR

Permanent Full-time (35 hours per week)

Healthiest Babies Possible

Healthiest Babies Possible is a Pregnancy Outreach Program that provides individual health and nutrition counseling and on-going support for at-risk pregnant women. The Program Coordinator is responsible for planning, implementing and overseeing the day to day activities of the program. Providing support such as general reception and clerical office duties, data collection, managing the client software database (Nucleus), planning speakers for the weekly groups, taking new referrals, social media coordination and assisting the Program Manager, and team with projects will also be required.

QUALIFICATIONS

- Diploma in a related field such as office/clerical/reception.
- Two (2) years recent related experience or a combination of education, training and experience will be considered
- Excellent computer skills (word processing, data entry, social media)
- Excellent people & communication skills
- Excellent organizational, and time management skills
- Experience planning and facilitating group programs in a community setting
- Basic knowledge of pregnancy, infant care and nutrition during pregnancy
- Sensitivity to the financial, social, physical, cultural and personal barriers that women face in achieving a healthy lifestyle
- Valid First Aid Certificate
- Food Safe an asset
- This position involves some physical setup of space for groups
- Class 5 drivers license and use of a reliable vehicle are required
- Second language an asset
- Crisis Line training an asset

* An eligibility list will be maintained for up to 6 months

CLOSING DATE: September 14, 2017

PLEASE APPLY TO: Jen Mantyka, Program Manager
Options Community Services Society

Email: jen.mantyka@options.bc.ca

Please include a cover letter clearly indicating the posting number A20979 and outlining your qualifications and related experience for the position.

NOTE: Applicants not selected for an interview will not necessarily be notified.
Options Community Services Society is an equal opportunity employer
committed to hiring a diverse workforce.

Posted: 09/07/17

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