



Unisphere Canada

Program Coordinator

Organization	Unisphere Canada
Job Title	Program Coordinator (Volunteer)
Posting Date:	June 11, 2021
Closing Date:	Until Date (Priority recruiting)

Job Purpose

We are looking to hire a dedicated Volunteer Program Coordinator to join our team. The Program Coordinator will promote and oversee programs and services in targeted communities, oversee implementation and management of the Savings Box Program, and support in maintaining relationships with funders, partners, and community agencies. To succeed as a Program Coordinator, you should be able to think creatively, and have excellent communication and interpersonal skills.

Duties & Responsibilities

- Assist in development and implementation of UC programs and services in targeted communities
- Assist in community-wide outreach strategies
- Oversee implementation of UC micro-lending programs, UC mentorship program and all other newcomers and immigrants support services
- Oversee implementation and management of the savings box model
- Support in maintaining relationships with funders, partners, and community agencies
- Work closely with Program staff and Community Outreach Coordinator
- Prepare monthly, quarterly and progress reports
- Any other duties assigned by senior management team

Qualifications

- Bachelor's Degree in Programs, Community Development, Public Policy, or related field
- Minimum of 2 years' relevant experience in community organizing and/or program coordination
- Ability to communicate effectively with management and other departments
- Proficient using Microsoft Office package, G Suite, and hosting systems: Zoom and Microsoft Teams
- Ability to effectively organize and manage multiple projects simultaneously
- Strong understanding of organizational goals and standards for customer service
- Excellent verbal, written, and interpersonal skills
- Good time management and organizational skills
- Ability to multitask and prioritize work
- Flexibility and positive attitude are essential
- Knowledge experience of working with refugees or immigrants is an asset

Job Duration

This position requires a minimum 3–6 month commitment for 1-2 days per week for an average of 8-10 hours per week, which can be completed virtually.

Benefits & Recognition

This position provides valuable experience Program Management/Development, Community Development, Non-Profit Management students; individuals with an interest in gaining experience in the non-profit sector or in community economic development; and anyone with a passion for working with low-income communities and supporting people.

Volunteers are highly valued members of the Unisphere Canada team and contribute to making a significant difference in Unisphere Canada's ability to bring changes in the life of marginalized people in the community. Unisphere Canada will provide reference letters for all volunteers who successfully complete a placement.

How to Apply/Contact

If you are interested, and meet the qualifications please send your latest resume and cover letter to Mr. Hayatullah Haleemi at ahmadzai@unisphercanada.org.