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| <b>Title: Program Development Assistant</b> | <b>Reports to: Executive Director</b> |
| <b>Hours: 37.5hrs/wk</b>                    | <b>Location: Alberta</b>              |

**Position Scope/Summary:**

Reporting to the Executive Director, the Program Development Assistant possesses project management experience and is able to work with team members to ensure tasks are scheduled and outcomes are achieved on time. You will work closely with the Executive Director to track the progress of grant-funded projects, ensure team members are aware of and meet reporting deadlines, and be able to answer questions about grant agreements as required. You will also work closely with the Director of Programs & Services to provide support in the coordination and administration of programs and special projects. You will assist the Director of Programs & Services within key responsibilities listed below. The Program Development Assistant is highly organized, possesses a keen attention to detail, and is adept at managing relationships with our program partners.

**Specific Accountabilities:**

**Key Responsibilities 1: Project Management (40%)**

- Possess good working knowledge of grant project agreements
- Provide counsel regarding what is 'in scope' or 'out of scope' of an agreement
- Ensure team members are aware of reporting requirements for each project and establish meetings and processes for the creation of reports
- Provide project management processes to ensure project outcomes are tracked and achieved
- Support project leads in managing timelines and tracking project outcomes

**Key Responsibilities 2: Program Development (40%):**

With the guidance and support of the Director of Programs & Services, this position will fulfill the following duties:

- Assist with development, coordination, and administration of programs
- Liaise as program lead for the COMPASS program and licensed partners
- Provide support and mentorship of program partners; assist in training and oversight
- Create processes that support gathering of reporting metrics and evaluation of project activities
- Working with the evaluation lead, ensure programs are meeting objectives and indicated outcomes
- Create overall timeline and critical path for program initiatives
- Assign stakeholders with specific project deliverables
- Consult with stakeholders as required to ensure program oversight and accountability
- Prepare meeting schedules, notices, agendas, minutes, and reports for project teams, as needed

**Key Responsibilities 3: Other duties (20%):**

- Support the planning and implementation of a biennial conference

- Assist with community engagement opportunities
- Coordinate internship program to identify and recruit students, including the coordination of the Canada Summer Jobs program

**Qualifications - Minimum and Preferred (Education, Certification, Degree, Concentration, Skills, Knowledge, etc.):**

- Minimum two years project management experience
- Experience with Salesforce database platform would be an asset
- Ability to develop and sustain interpersonal and professional relationships with internal and external colleagues and stakeholders
- Highly organized
- Project planning and time management
- Excellent verbal and written communication skills with attention to detail
- Strong computer skills in Word, Excel and PowerPoint
- Ability to handle and prioritize multiple projects ensuring timelines as required are met
- Proficiency in project management software and tools would be an asset
- Critical thinking skills
- Use of reliable vehicle with valid license and insurance and Police Records Check
- Some travel within the province may be required

**Work Requirements:**

- Preferred candidate will be located in Edmonton or Calgary. Depending on the location, the ability to work from home may be required. All computer equipment is provided.
- Supervisory Responsibility: This position requires no supervisory duties
- Budget Responsibility: This position requires no budget responsibility

If this position sounds like it aligns with your skills, education and career goals, send your cover letter and resume to:

Darrel Gregory  
Executive Director

[dgregory@caregiversalberta.ca](mailto:dgregory@caregiversalberta.ca)

**Include your expected salary range and start date availability. Thank you.**