



# PROGRAM COORDINATOR

## Full- Time Position

### Summary:

The Program Coordinator will work directly with student services and the Finance Department for the implementation and completion of tasks and duties related to training and management and with reporting responsibility and accountability to the CEO.

### Duties:

1. Responsible for program delivery, marketing, and promotions.
2. Play a lead role in contracting program instructors for training.
3. Approve all training maps, lesson plans, and classroom schedules for program instructors/trainers.
4. Monitor administration of program agreements, including funder requests.
5. Approve all program related costs as per the pre-approved budget.
6. Track all accounts receivables that pertain to Training and In-house programs, as requested by Accounting and CEO

### Knowledge & Skills:

**Education:** Master's Degree in Adult Education or equivalent/ M.ED/ MSW, with a management background or related experience. Bachelor's Degree with 3- 5 years training/ facilitating experience

**Skills & Experience:** Experience as a training specialist required and experience in project management and marketing required, Knowledge and adept with computer programs including Microsoft Office Suite, Excel, PowerPoint, Publisher, and extensive knowledge with database technology.

**Additional requirements:** Knowledge of the Indigenous culture, language, organization and communities as well as an understanding of community development is a definite asset. Current criminal record and security enhancement check and valid driver's license, reliable transportation, and an ability to travel are required.

**SALARY IS COMMENSURATE WITH EDUCATION AND EXPERIENCE:** It is an expectation that all employees role model the qualities inherent in the Institute: honesty, integrity, sound judgment and a sincere commitment to healing and addictions-free lifestyles. In this spirit, Nechi Institute requires, as a condition of employment, all employees agree to abstain from the use of alcohol and/or illicit drugs at all times. Interested individuals should forward a cover letter, resume, salary expectation, and three (3) letters of reference to:

**Nechi Institute: Centre of Indigenous Learning**  
**Himan Asmerom**  
**P.O. 2039, Station Main**  
**St. Albert, AB T8N 2G3**  
**Fax: (780) 458-1883 or Email: [nechi@nechi.com](mailto:nechi@nechi.com)**

**We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. No telephone calls please!**

**This position will remain open until suitable candidate found.**

