

## **Program Coordinator (part-time)**

### **Job Type:**

Part-time (15-20 hours/week). Occasional flexibility is required to work on weekends and/or weeknights to accommodate events.

### **Overview:**

The Learning Disabilities Association of Alberta (LDAA) opened its doors in 1968 and continues to help Albertans living with learning disabilities, and those who support them. Our mission is to support and empower people with learning disabilities, educators, professionals, and families, through education, collaboration, and advocacy.

Through our three priorities, we focus on:

- **Education:** providing a learning series for Educators, Parents, and Adults consisting of educational tools such as webinars, courses, and programs, to increase knowledge and create positive changes.
- **Collaboration:** facilitating opportunities to collaborate with other Alberta organizations, school boards, government, and service providers to share relevant information and offer support to those impacted by learning disabilities through access to relevant and useful information, resources, and connections.
- **Advocating:** increasing awareness, communications, engaging decision makers, key influencers, and the community, through advocacy efforts to promote understanding, support the rights of individuals with learning disabilities and their families, and create actions toward positive outcomes.

The Program Coordinator provides organizational and administrative expertise to LDAA programs and services and supports staff while working closely with the bookkeeper via a virtual office. The Program Coordinator reports on program outcomes, manages day-to-day activities, ensures programs are running, assists public/partner inquiries, supports/assists with marketing and communications, and oversees the Alberta Learner's License Prep Kit program – including ordering, attending trade shows, creating reports, and working with Alberta Registries.

### **What we offer:**

- A role that makes a difference in our province
- Work and life balance that only requires occasional evening/weekend commitments
- Supportive and collaborative team
- Professional development opportunities

## **Job Description**

Responsibilities include, but are not limited to:

### **Administrative and Operations**

- Oversee virtual office operations
- Managing telephone, email requests and other correspondence of general inquiries from the public regarding literacy programs and the Alberta Learner's License Prep Kit program
- Creating and maintaining appropriate filing system(s) to support administrative responsibilities
- Managing materials, kits, activities, stock and any other items associated with the programs
- Handling general administration for all programs and other duties as assigned.
- Ensure appropriate administrative procedures and process are in place to support the Right to Read Programs and the Alberta Learner's License Prep Kits
- Run STRIPE/LMS payment system, collect data and run reports, follow up with invoices
- Maintain records and files for programs and events
- Participate in staff meetings and other committees as required

### **Promotions, Social Media and Website Management**

- Assist Program Managing with connecting with schools to promote new and ongoing programs
- Connect with Alberta Registries to create and promote new and ongoing programs
- Assist in the creation of newsletters, website and social media content
- Look for opportunities to market and grow programs
- Ensure technical support is in place for various online and virtual educational programs are in place.
- Update and maintain website content (calendars, events, programs)

### **Prep Kits Program**

- Be the primary contact and knowledge base for the Prep Kit program for Alberta Registries and the public
- Monitor/manage partnership with printers, inventory materials and ordering as needed with printers
- Maintain sales statistics including date, customer, and volume.
- Participate in fund committee meetings
- Attend trade shows as needed and prepare booth supplies

## **Qualifications:**

- Post secondary education in relevant field
- A minimum of 3-6 years of experience in project coordination, administration or similar roles.
- Knowledge of learning disabilities, the education sector, and the nonprofit sector is an asset
- Strong customer service skills, report preparation and proven ability to communicate and collaborate effectively with a broad range of stakeholders
- Ability to work virtually and in-person (LDAA does not have a formal office setting)
- Exceptional computer literacy skills and above average proficiency in all aspects of Microsoft Office
- The employee will have the ability to work from home
- Hours of work will be set in conjunction with the Executive Director and will include some availability M-F during the daytime.
- The employee will have a 3-month probationary period
- Knowledge of CANVA, Word Press, Adobe applications; knowledge of Office, MailChimp, website application is an asset but not a requirement.

## **Compensation:**

- Please state compensation hourly wage range in cover letter.

**Visit:** [www.ldalberta.ca](http://www.ldalberta.ca) **to learn more**

## **Application Process**

Posting will close December 19<sup>th</sup> or until suitable candidate is found. Candidates must be Albertans. Please state your location in your application.

Applications will be reviewed on a regular basis and suitable candidates may be contacted before the deadline.

## **Please send cover letter and resume to:**

Teresa Nelson Keller  
Executive Director  
[execdir@ldalberta.ca](mailto:execdir@ldalberta.ca)

We thank you for your interest. Please note only successful candidates will be contacted.