JOB DESCRIPTION

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| **JOB INFORMATION** | |
| **Position Title** | Program Coordinator |
| **Reports to** | Winona Lafreniere |

# Overview

The Program Coordinator works closely with the Senior Advisor or Indigenous Relations and the Director of Consulting Services to oversee program coordination through planning, execution, and evaluation of organizational programs. This includes developing includes developing initiatives aligned with strategic goals, fostering community partnerships, and ensuring compliance with program objectives and funding requirements. The role emphasizes coordination among internal teams, external stakeholders, and community groups to deliver impactful outcomes.

In this role, the Program Coordinator involves conducting needs assessments to identify program objectives, developing detailed plans, and ensuring successful execution. The Program Coordinator works closely with cross-functional teams, community stakeholders, and funding partners to deliver impactful initiatives that achieve measurable results. A key aspect of the role is fostering collaboration and maintaining strong relationships with government agencies, private sector organizations, nonprofits, and community groups to enhance program effectiveness and build long-term partnerships.

The Program Coordinator ensures that programs operate efficiently, adhering to timelines, budgets, and compliance requirements. They are responsible for monitoring workflows, optimizing processes, and addressing challenges to improve outcomes. You also serve as a representative of the organization, engaging directly with program participants, facilitating workshops, and delivering tailored educational materials to meet community needs. You champion inclusivity, cultural sensitivity, and equitable access to program benefits while identifying opportunities to collaborate with community leaders and address local priorities. Through these efforts, the Program Coordinator plays a vital role in driving the organization’s mission and creating meaningful, sustainable impact.

# Key Responsibilities

* Lead the planning, development, and execution of the **Youth Employment Skills Strategy** and **Clean Fuels Awareness** programs, ensuring they meet organizational objectives and address community needs.
* Conduct thorough research to develop evidence-based projects supporting youth employment and clean energy initiatives.
* Develop and implement training programs, workshops, and educational sessions for youth, both in-person and digitally, as part of program delivery.
* Prepare and submit program reports to clients and government agencies, ensuring compliance with grant funding requirements, and providing updates on program progress, outcomes, and financial performance.
* Produce detailed analytical reports based on research findings, identifying trends, opportunities, and recommendations to enhance program effectiveness.
* Oversee all phases of research projects, including data collection, analysis, and generating reports and presentations.
* Present research findings and analytical insights to internal teams, senior management, and external stakeholders, offering actionable recommendations.
* Collaborate with youth participants, project teams, clients, community members, and external stakeholders to ensure successful execution of programs and research initiatives.
* Utilize data-driven insights to guide strategic decision-making and program development for youth employment and clean energy initiatives.
* Identify and develop strategic partnerships, fostering research collaborations that support program goals and broaden their impact.
* Monitor program and research progress, address challenges proactively, and ensure high quality delivery of all project components.
* Ensure all program and research activities comply with company, client, and legislative safety standards and policies.
* Complete regular reporting requirements for clients and government agencies, ensuring program progress, outcomes, and grant compliance are accurately communicated.
* Perform additional duties as assigned by management to support organizational goals in research, program development, and reporting.
* Other duties and tasks as assigned. These duties may fall out of the scope as described to support the business in whatever capacity deemed required.

# Job Requirements

## Qualifications

* Bachelor’s degree in business, Public Administration, Program Management, or related field.
* Minimum two years’ experience in a program coordination capacity.

## Experience

* Previous experience working with Indigenous communities, nations and groups an asset.
* Previous experience coordinating multiple projects is considered an asset.
* Experience working with diverse communities, especially Indigenous groups, is an asset.
* Demonstrated ability to manage government-funded initiatives and ensure grant compliance.
* Experience in implementing youth skills training and clean energy programs from concept to completion.
* Experience in developing and delivering training programs, workshops, and educational materials, with a focus on youth and community audiences.

## Skills and Knowledge

* Must have knowledge of program development and coordination processes.
* Strong organizational and problem-solving skills.
* Excellent communication abilities, including report writing and public presentations.
* Capacity to manage multiple programs, prioritize tasks, and meet deadlines.
* Familiarity with compliance frameworks and budget management.
* Understanding of community development principles and practices.
* Must have proven ability to manage multiple development projects simultaneously.
* Highly developed written and oral communication skills, including preparation of reports, briefing papers, and correspondence.
* Excellent organizational coordination, problem-solving, and time management skills, including the planning and managing of multiple projects.
* Ability to be proactive and capable of resolving complex problems expeditiously.
* Understanding of regulatory requirements and processes as it relates to project work
* Ability to work and adapt in a growing, dynamic and changing environment
* Ability to manage multiple competing projects and prioritize appropriately
* High integrity with strong analytical and interpersonal skills
* Ability to analyze and resolve issues/risks with skills to make recommendations based on relevant experience
* Strong understanding and commitment to Indigenous culture, history and community development

# Working Conditions

* General office environment
* Travel to project sites will be required