

Program Coordinator

Position Type: This is a permanent, full-time position, subject to continued funding.

Location: Remote within BC. Please check out our [home-based office guidelines](#).

Summary: Program Coordinators develop, plan, and implement programs, events, and projects that align with our organization's mission and goals. This may involve creating materials, proposing staffing requirements, creating and maintaining budgets, fundraising, procurement, community outreach and partner development, staff and volunteer coordination, participant engagement, reporting on progress, and evaluation. This position is essential to the Fed being able to provide engaging, relevant programs for youth in and from government care. Do you enjoy working in partnership with youth? Are you passionate about improving the lives of youth in and from government care? If so, this is the role for you!

We believe that all people are capable of great things and because of this we encourage you to apply even if you do not meet all the requirements listed in the position description.

Click here to read the [full position description](#).

Wages: \$60,970 (35 Hours Per Week)

Benefits: Upon completion of probation period, successful candidates receive four weeks paid vacation; 6% of wages contributed to an RRSP; wellness time; comprehensive health benefits.

Start Date: January 20, 2025

Schedule: Full-time. Monday to Friday, 9:00 AM to 5:00 PM with occasional, planned evening and weekend hours.

Application Deadline: DECEMBER 2, 2024, by 8:00AM

Important Note: Candidates that are contacted for interviews must be available for an interview between December 3-6, 2024.

How to apply: On our website - <https://fbcyicn.ca/current-opportunities> Please complete our [applicant questionnaire](#) by December 2 at 8AM and attach your resume, where directed in the form, in PDF format.