



Program Coordinator Sunalta Community Association

Sunalta is a residential neighborhood in the Southwest quadrant of Calgary, Alberta. The Sunalta Community Association (SCA) is actively involved in addressing the concerns of this inner-city neighborhood and serves a population of just over four thousand people. The vision of the SCA is to build an inclusive, supportive, vibrant, and thriving community. The SCA builds opportunities for the community to thrive by creating space for residents to be changemakers, mobilizing community assets, building innovative partnerships, and leveraging social entrepreneurship.

Community Hubs Initiative: *Sunalta is thrilled to be entering its seventh year as part of the [Community Hubs Initiative](#) – a partnership between the United Way of Calgary and Area and The City of Calgary, with the Rotary Club of Calgary as a founding partner. Community Hubs are welcoming and inclusive gathering spaces where residents build connections, access supports and services, and work together to identify and respond to community needs, all of which contribute to stronger neighbourhoods. Six Community Hubs serving more than 200,000 Calgarians exist in the communities of Bowness, Greater Forest Lawn, North of McKnight, Village Square, and Sunalta.*

Status: Part Time, Permanent

Work Schedule: 12 hours/week; combination of daytime, evenings, and weekend hours

Reports to: Executive Director

Pay Range: \$16-\$18/hour depending on experience

Position Summary: As Program Coordinator, you will work alongside the Program Manager to plan, promote, and implement events and programs that serve the community. A servant leader with a people first mentality, you will inspire dedication and commitment to community. Our team is growing and we're looking for someone to grow with us! The Program Coordinator role will start part-time but there is lots of opportunity ahead!

Responsibilities

Programming 90%

- Operate the Toy and Game Lending Library: helping residents find toys, borrow toys, clean and count returned toys, and building connections with new community members
- Operate the weekly Sun-Tots program: including set-up, overseeing any scheduled programming and/or free play, and assisting participants in cleaning up after the program ends
- Assist the Program Manager with planning, operations, and delivery of programs and community events that build community and increase social inclusion, food security, and financial empowerment



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- Help maintain the program calendar of events, create social media content, and put-up posters around the community
- Engage with residents on a street level to inform them of programs at the SCA
- Lead participants to take leadership in running certain aspects of SCA programs

Supplies Management 5%

- Maintain the Toy Library inventory by counting and cleaning
- Ensure all toys and supplies are cleaned on a weekly basis, purchase cleaning products
- Maintain accurate records of any purchases and submit expense claims for reimbursement
- Keep track of SCA inventory relating to programming and events
- Refill the community's Little Free Libraries (as needed)

Administration 5%

- Fill in evaluation reports for events and submit to the Program Manager
- Create volunteer sign-ups using available platforms (i.e. Sign-up Genius or Amilia)

NOTE: Non-profits are messy! All staff are expected to pitch in and help out with daily chores.

Qualifications

- Dedicated to building a welcoming, inclusive, supportive and thriving community
- Be available to work daytime, evenings and the occasional weekend
- Must submit to a Vulnerable Persons' Police Check
- Childcare experience is an asset
- Multilingualism an asset
- Experience working with diverse populations an asset
- Understanding of complex community issues an asset
- Experience in event planning an asset
- Self-motivated
- Problem Solver
- Ability to communicate ideas and collaborate with a team

Please send your application including resume and cover letter before **11:59pm on Wednesday, June 7th 2023** to kelsey@sunalta.net with the subject line "Program Coordinator". Only complete applications will be considered.



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We recognize that all too often, potential candidates don't apply for a position simply because they don't hit every single criteria included in the job description—particularly members of underrepresented groups. Whether or not your experience checks off all the boxes on a job posting, we still encourage you to apply to ensure that your application receives a review from our team.

The Sunalta Community Association is an equal opportunity employer that is deeply committed to building equitable workplaces that are diverse and inclusive. We actively encourage candidates from all backgrounds and lifestyles to consider us as a future employer. Please contact a member of our team (kelsey@sunalta.net) should you require accommodations at any point during our virtual interview processes.