



Job posting – Program Coordinator – May 2021

WITS Programs Foundation (WPF) is a charitable non-profit society that offers Canada's national bullying-prevention programs WITS/DIRE and LEADS/MENTOR, administers the Canadian Kindness Leaders project, organizes activities for Pink Shirt Day, and more. We are seeking a Program Coordinator to help manage the delivery of our impactful programs. We hire based on the person who is the right fit, and we want to find the best match between our range of needs and what prospective employees can offer. Find out more about the WITS Programs Foundation at www.witsprogram.ca

Job Title: Program Coordinator

Job Location: Victoria, British-Columbia, 50% or more in our Esquimalt office in normal times, mostly or entirely work from home during COVID-19 restrictions.

Job Description:

Reporting to the Executive Director, the Program Coordinator is responsible for coordinating all aspects of WPF online resources. We are looking for someone both technically savvy and with good customer relations skills. This responsibility includes, but is not limited to, management of information and of volunteers and other support duties related to WITS Programs.

This position involves:

- Customer Service - assisting schools with set up and support
- Arranging for orders and shipping of program resource material
- Database monitoring & data input
- Program reporting & simple project management
- Inventory management
- Directing contractors & volunteers as needed
- Collaborating on educational material development & improvements
- Web site editing
- Research as needed
- Partnership development
- Communications & Program marketing (social media, e-news & more)

Desired Qualifications and Skills:

- 3 years of related experience or equivalent combination of education and experience in program coordination
- Excellent working knowledge of current technology and systems including Excel, Asana, WordPress, WooCommerce, Google Analytics and CRMs
- Strong interpersonal, time management, and problem-solving skills

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Creating Responsive Communities for the Prevention of Peer Victimization

- Ability to communicate effectively both orally and in written communications
- Ability to work independently and as a member of a team
- Demonstrated ability to research
- Knowledge of elementary school environments and challenges an asset
- Bilingual in English and French an asset

If you think you are a good fit for our organization, let us know! WPF is an equal opportunity employer, based on inclusion, cooperation, and open communication. We strive to provide the flexibility necessary for our staff to perform at their best.

The final job description will be a combination of task descriptions based on the person who is the right fit: we will also consider other areas where you excel. We are a small and growing organization. In this work environment it is important for all team members to help develop policies and procedures, and to do whatever is necessary, sometimes shifting gears quickly. Through it all, a passion for kindness is essential.

WPF has employee benefits, flexible hours, work-from-home options, and endless warm & fuzzy feelings from having such a worthwhile job. Also, protocols considering COVID-19 are currently in place.

Compensation: \$23 - \$26 per hour based on skills and experience. Benefits package available after 6 months' employment.

Start Date: negotiable, likely mid-June 2021

Term: After a 3-month probation, this position is permanent at 28 to 35 hours per week based on employee's preference and work availability. Number of hours per day is flexible with working hours generally between 8:30 to 5:30 pm weekdays.

Apply by sending in your resume and cover letter to:

Renée Cenerini, Program Manager & HR advisor, pmgr@witsprogram.ca

Closing date: May 31, 2021