



JOB POSTING

Founded in 1986 Alberta Network of Women (ANIW) is a charitable organization. Our vision is to empower immigrant women across Alberta to take an active role in our communities. Our project cycle begins with research for an evidence based approach to build educational and training workshops, seminars, group discussion that assists immigrant women realize opportunities and work on issues that impact their wellbeing in our communities.

The Position:

Title: Program Coordinator

Job Type: Full time

ANIW is seeking an experienced and a competent Program Co-ordinator for our Capacity Alberta Program that provides support services for the international trained professionals. More specifically the program coordinator will be responsible for all program activities to ensure comprehensive support services are provided to international trained dentist, build positive relations with the program team and the stakeholders in the field.

The program coordinator reports to the Executive Director.

Qualifications Required:

Education and Experience:

- University degree in Sciences, social sciences, adult education, communications, or equivalent combination of experience and skills
- Minimum 3 year experience in program development and management.
- Knowledge of community development principles.
- Experienced in working with volunteers

Knowledge and Skills:

- Strong organizational, verbal, written communication and presentation skills
- Excellent interpersonal, collaboration skills and proven ability to work in a culturally diverse environment and different stakeholders .
- Knowledge of research methodologies and analysis
- Skilled in using various computer programs and demonstrated ability to engage a diverse audience through creative print, web, and social media strategies
- Knowledge of the field of dentistry , non-profit sector is an asset
- Ability to work independently , collect and maintain program information

Salary: Commensurate with experience. The successful candidate will be initially offered a 2 year contract

How to Apply:

E-send or mail your resume by **June 20.2018** to:

Hiring Team

info@aniw.org or at 107, 1409 Edmonton Trail NE Calgary Alberta T2E 3K8

We thank all applicants for their resumes, but only candidates selected for an interview will be contacted.

