



Job Posting – Program Coordinator

Eagles Nest is looking for an energetic individual to join our team as a *Program Coordinator*. Along with skills to facilitate courses and support individuals navigating difficult situations, the Program Coordinator needs to align with our values and be passionate about working for an organization committed to making a difference in the lives of others.

For 20 years Eagles Nest Association of Waterdown has been positively impacting families in the community with compassion and practical support.

Eagles Nest works with individuals looking to make change happen in a supportive and positive environment. We help people care for their mental health, learn new tools for healthy relationships and develop self-worth. We offer counselling, coaching and support programs to adults, youth and children. Our services are fully subsidized or at low cost to help make them accessible to everyone. We welcome everyone for who they are, without regard to religion, ethnicity, race, gender or sexuality.

Job Description:

The Program Coordinator will work out of the HOPE Centre facility under the supervision of the Program Manager. The Program Coordinator will help facilitate some of Eagles Nest's key programs.

Responsibilities:

- Collaboratively work with members of the Program Team to develop and update curriculum
- Prepare resources for Eagles Nest programs including but not limited to manuals, PowerPoints and handouts
- Assist as needed with administrative tasks, including but not limited to phone calls and emails for clients and community partners
- Maintain administrative systems for support programs/services
- Facilitate and co-facilitate programs as required including but not limited to Boundaries
- Assist with training and communication for Program Volunteers
- Support clients who are under our Care Network Program: Our Care Team comes alongside individuals and families who are in difficult situations to provide practical support and care.

Qualifications:

- Education or background in a related field of study (psychology, social work, counselling)
- Ability to work independently as well as effectively on a team
- Experience in facilitating groups and developing curriculum
- Ability to efficiently organize time and manage priorities
- Strong communication and interpersonal skills
- Mental Health First Aid and ASIST certifications are an asset
- Excellent working knowledge of Microsoft Office XP (Word, Excel, & Microsoft Outlook, PowerPoint).

Part-Time position starting at 10 hours with the potential to grow

An agreed upon start date before January 2, 2024

To apply: Please submit a cover letter and resume to careers@eaglesnestwaterdown.ca. We thank all applicants for their interest; however, we will only be contacting those selected for an interview.

Eagles Nest is committed to fostering an inclusive and accessible workplace. In accordance the Accessibility for Ontarians with Disabilities Act, on request all reasonable accommodations will be provided to support participation in all aspects of the recruitment and hiring process.