



Community Education Coordinator Permanent Full Time

We are seeking to hire a full time **Community Education Coordinator** with a strong background in developing and coordinating programs, leadership, grant applications and financial management. The ideal candidate will possess exceptional planning skills, experience with managing and leading staff, and the ability to collaborate with stakeholders to come up with innovative ways to benefit students and community programs.

Responsibilities and Duties:

- Managing out of school programming such as After School Program, Before School Program
- Develop, monitor and evaluate the funding for nutritional programming and community education programming
- Lead and mentor a team of employees
- Seek out and complete applications for grants for applicable programming
- Collaborate with community organizations to ensure alignment and reduce duplication
- Assist in fundraising at school level
- Oversee school council operations
- Ensure documentation is available and updated for all programming
- Design and deliver clear communication plans for all stakeholders

Experience and Qualifications:

- Preference will be given to individuals with a degree in Commerce or Communications
- Experience in budgeting and finance
- Project and personnel management
- Grant writing and reporting experience

Benefits:

- Comprehensive benefits package, including health insurance, employee family assistance plan
- Matched Pension Plan
- Collaborative and supportive work environment committed to promoting excellence in education

Questions regarding this position can be directed to Alison Fulkerth at 780-808-8585.

Please forward resumé with experience, qualifications, and references to the undersigned. A satisfactory RCMP Criminal Record / Vulnerable Sector Check is a condition of employment. Applications will be considered until May 16, 2025, at 12:00 pm or until a suitable candidate is found.

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