



Job opportunity:

Program Coordinator

Paintearth Community Adult Learning Council is seeking a self motivated individual to work with the Program Manager to administrate and oversee the Adult Learning programs within the County of Paintearth

Please submit resume, cover letter and references to PCALC, Box 808, Coronation AB T0C 1C0, or drop off at the Adult Learning office in Coronation or Castor, or email to manager@paintearthlearning.ca. The deadline to apply is May 16th, 2018.

Phone 1-888-578-3817 for more information.

Duties:

Assist to plan, administrate and document adult learning and literacy programs

Working conditions:

- 15 to 20 hours per week (in Castor and Coronation offices)
- Must be able to work independently with interruptions
- Must have own transportation
- This part time, contract position runs from September to July with some out of office duties in July and August

Employment Requirements:

- Grade 12 diploma
- Successful candidate must provide a "Vulnerable Sector Search" from the RCMP
- Work experience in an office environment
- Strong administration, communication, teamwork, interpersonal and organizational skills
- Must enjoy working with people and have a strong customer focus
- Good computer skills in MS Word, Excel, Publisher, website admin and social media
- Valid First Aid/CPR certificate (or willing to take)
- Post-Secondary Certificate/Diploma in Office Administration an asset

NB The successful candidate must be available to attend the Literacy and Learning Symposium from September 25th to 28th, 2018