

# POSTING



## PROGRAM COORDINATOR

Permanent Full Time (35 hours per week)

### Healthiest Babies Possible & Support for Parents of Young Children Program(s)

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Healthiest Babies Possible and Support for Parents of Young Children is a continuum of pregnancy and parenting services for vulnerable families. Healthiest Babies Possible is a Pregnancy Outreach Program that provides individual health and nutrition counseling and on-going support for at-risk pregnant women. Support for Parents of Young Children provides outreach parenting support and education to families with children under the age of six. The Program Coordinator is responsible for planning, implementing and overseeing the day to day activities of the program. Providing support such as general reception and clerical office duties, data collection, managing the client software database (Nucleus), planning speakers for the weekly groups, taking new referrals and social media coordination. Assisting the Program Manager, and team with projects will also be required.

#### QUALIFICATIONS

##### Education, Training, and Experience:

- Diploma in a related field such as office/clerical/reception.
- Two (2) years recent related experience or a combination of education, training and experience will be considered
- Excellent computer skills (word processing, data entry, social media)
- Excellent people & communication skills
- Excellent organizational, and time management skills
- Experience planning and facilitating group programs in a community setting
- Basic knowledge of perinatal health and child development
- Basic knowledge of perinatal and parenting resources
- Sensitivity to the financial, social, physical, cultural and personal barriers that women face in achieving a healthy lifestyle
- Valid First Aid Certificate
- Food Safe an asset

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**NOTE: Applicants not selected for an interview will not necessarily be notified.**

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 11/27/2019

OCS Posting #:A21492

- This position involves some physical setup of space for groups
- Class 5 drivers license and use of a reliable vehicle are required
- Second language an asset
- Crisis Line training an asset

\* An eligibility list will be maintained for up to 6 months.

**CLOSING DATE:** Resumes will be reviewed starting [December 4, 2019] but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Jen Mantyka, Program Manager  
Options Community Services Society

Email: [jen.mantyka@options.bc.ca](mailto:jen.mantyka@options.bc.ca)

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21492] and outlining your qualifications and related experience for the position.