Parent Support Services Society of BC

Job Posting: **Program Coordinator**, Prince George
21 hours per week with a possibility of increasing to 24 hours

Parent Support Services Society of BC (PSS) is a provincial NGO promoting community development and a participatory approach through our self-help parenting support circles. PSS strives to empower individuals and groups of people with the skills they need to affect change and improve parenting practice. The Program Coordinator is a community developer who understands both how to work with individuals and how to affect communities' positions within the context of a larger social institutions.

PSS trains volunteer parenting group facilitators, develops and disseminates parenting resource material, provides community education, carries out research on emerging parenting issues and operates a kinship care support line.

SCOPE OF WORK:

The Program Coordinator will continue the sustainability of Prince George programs - develop community partnerships, establish support circles program in various communities in the region, recruit and screen volunteer facilitators, organize facilitators' training; write and circulate the monthly newsletter (The Village), assist with fund-raising, and promote the program in Prince George and neighbouring communities.

REQUIREMENTS:
- Demonstrated leadership in community organizing
- Knowledge and understanding of community/social issues and community development values and principles
- Knowledge of sound parenting practices and related resources
- Knowledge and proven experience in program planning, social research and evaluation
- Demonstrated resourcefulness and excellent judgment
- Proven ability to work independently, as part of a team and to provide leadership in a voluntary setting
- Able to work evenings, weekends and attend out-of-town overnight meetings 4 times a year (maximum 3 nights at a time)
- Knowledge of the non-profit /volunteer sector
- Strong written and verbal communication skills
- Ability to write succinct regional funding applications and outcome reports
- Good public relations and promotion skills
- Solid administrative skills including new technologies and social media
- Experience in event and activity planning
- Commitment to collaboration and inclusion
- Commitment to social justice and anti-oppressive practice
- Cross cultural communication skills and an ability to work with diverse populations
- Experience in volunteer recruitment, training and support (desired)
- Adult education and group facilitation skills (desired)
- Advocacy skills (desired)
- Knowledge of kinship care and related legislation, resources and benefits (desired)
- Additional languages and/or expertise working or living within diverse communities: Indigenous, immigrants, seniors, LGBTQ+ and/or incarcerated communities

Must have a valid driver's license, access to a reliable vehicle and the ability to host a home-based office

Experience and education normally acquired through a Bachelor's degree in Social Work/Social Services or related discipline. PSS is committed to "recruit and develop a well-qualified and efficient organization that is representative of the diversity of the people of British Columbia" To support employment equity and diversity in the workplace, we welcome applications from all groups. This includes women, men visible minorities, Indigenous Peoples, persons with disabilities, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), and others who may contribute to diversity in our organization.
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Closing Date: Friday, May 31st at 12:00noon. Applications will be accepted by email and **must include cover letter, resume, and contact information of 3 references** (with at least one professional who has directly supervised your work in the last 3 years)**. Please put, Program Coordinator Prince George in the subject line.**
 Attention: Executive Director
 Email: hr@parentsupportbc.ca
    ~ Only applicants selected for an interview will be contacted. We thank you in advance for your interest in the position. ~