



**Autism Nova Scotia's Program Coordinator
Job Description
Contract; Full Time- One Year Term**

Position:	Program Coordinator
Department:	Programs
Time:	Full-time (some evenings and weekends) Flexible schedule is required
Term:	One-year term- May 2017- May 2018
Accountability:	The Program Coordinator is accountable to the Program Director. The Program Coordinator shall act as the facilitator and coordinator for the programs under the supervision of the Program Director.

General Duties:

- Develop and facilitate Teen and Adult Social Groups and Supported Social Group programs.
- Draft program plans and lessons for recreation and educational programs (e.g., life skills and social skills).
- Communicate with families and participants on an ongoing basis.
- Draft social media content for program updates.
- Support program registration and intakes as required.
- Support in the development of Program Department strategy.
- Recruit, train, and manage volunteers for Autism Nova Scotia.
- Draft email communication and newsletters for programs.
- Support writing, editing of program materials.
- Coordinate with Program Director to develop program evaluations and program plans
- Collect data as part of ongoing program evaluation.
- Manage program blog.
- Work alongside the Program Director on projects as assigned.
- Adhere to all policies and procedures including those identified in the Policies and Procedures Manual and the Staff Manual.
- Administrative tasks related to event planning.
- Other duties as required.

Education and Experience:

- Bachelor's degree in psychology, education, social work, or related field.
- 1-3 years experience working with individuals with autism.
- 1-3 years experience working in leadership/management roles.
- 1-3 years experience working in program development and facilitation (or teaching).



Skills

- Excellent communication skills (written and verbal).
- Strong working knowledge of evidence-based strategies for supporting individuals with autism.
- Strong teaching ability to deliver engaging training session.
- Calm professional demeanor under pressure.
- High level of professionalism and judgment.
- Ability to form strong professional relationships with community partners, participants, families, and colleagues.
- Ability to effectively work under tight deadlines and manage projects independently.
- Understanding of MailChimp, Weebly, Canva is an asset.
- Strong computer skills.
- Analytic ability to collect data for the purposes of program evaluation and program management.
- Self-starter who can work independently and enthusiastically with our team.
- Very strong organizational skills, analytical skills and keen attention to detail.
- First Aid certification / non-violent crisis intervention, or willingness to acquire.

Please apply with an up-to-date resume and cover letter explaining how you qualify and are suited to the position as described above.

Application closing date: Friday, April 28th at 4:30pm

Please submit your cover letter and resume to:

Yevonne Le Lacheur, Program Director

Email: programs@autismns.ca