100 - 1995 Olympic Way
Canmore, Alberta T1W 2T6
girlsforwad.ca
@girlsforwardca

Program Coordinator
(24 Month Contract, Potential Renewal)

- **Role:** Program Coordinator
- **Location:** Remote (work from anywhere in Canada)
- **Reports to:** Executive Director and Program Manager
- **Compensation:** $40,000 - $45,000 Annually prorated to 0.75FTE ($32,760 - $33,540, 4 days per week or an equivalent of 30 hours per week), $100 monthly cellphone and internet allowance, $250 Health Spending Account

ABOUT GIRLS FORWARD FOUNDATION

Girls Forward is a nationwide charity on a mission to empower girls through sport, physical activity, and education. Using our evidence-based curriculum, developed by industry leaders, we aim to build the confidence and leadership skills of girls ages 8-18 through our events and programs.

ROLE OVERVIEW

The Program Coordinator contributes to Girls Forward's operations to support its mission of empowering girls through sports, physical activity and education. The Program Coordinator's primary responsibilities will be to support the delivery of Silvery Gummy-funded programs (8-11) and events (2 per year), with a focus on safe sport and reducing gender-based violence. The Program Coordinator will also provide additional support for Girls Forward events and opportunities, both in person and virtually, and assist with the organization's overall administrative operations.

KEY RESPONSIBILITIES

Programs and Events

- Lead the recruitment of 8-10 partner/community organizations, and outreach efforts to expand program delivery sites.
- Coordinate registration outreach to ensure strong participation across all programs.
- Prepare all program-related documents, including curriculum worksheets, Real Role Model (RRM) onboarding materials, and other required resources.
- Support research and evaluation activities, including survey distribution, collection, and basic data organization.
- Plan, organize, and host two Sport Leader Summits, including logistics, communication, and on-site coordination.

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- Manage the hiring process for a curriculum developer, including role scoping, outreach, interviews, and onboarding.
- Work collaboratively with internal teams and external partners to ensure smooth program delivery and alignment with Silver Gummy funding requirements.
- Maintain detailed records and reports related to outreach, participants, program activities, and evaluation data.
- Contribute to the continuous improvement of programs by identifying needs, sharing insights, and supporting updates to materials and processes.
- Represent Girls Forward professionally in all communications and stakeholder interactions.

Administrative Support

- Manage organizational email accounts and Google Drive resources.
- Support grant, donor, and sponsor report creation.
- Other duties as assigned.

QUALIFICATIONS

- Experience in program delivery.
- Strong communication, leadership, and interpersonal skills.
- Proficiency in tools like Google Drive, Excel, Eventbrite, and Canva.
- Ability to manage and analyze data and work independently.
- Technologically savvy (e.g., Zoom webinars).
- A background in mental health, psychology, or safe sport training is an asset.

WORK STYLE

- Independent and proactive leader.
- Detail-oriented, reliable, and adaptable.
- Positive attitude with a collaborative approach.

TOOLS OWNED BY EMPLOYEE

- Laptop Computer
- Cell Phone
- Access to wifi

WORK ARRANGEMENT

- Location: a blend of remote and in-person needs. Travel within Canada may be expected to support program and/or event delivery

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- 24-month contract, with the possibility of renewal based on performance and organizational needs. The preferred start date is February 2, 2026

Application deadline: January 4, 11:59 pm ET.

If you have any questions or require accommodations to apply, please e-mail us at info@girlsforward.ca

This job is funded by Silver Gummy Foundation.