Position Title

Supply Program Coordinator – LEAD Department (Contract Position)

Job Summary

The Supply Program Coordinator, reporting to the Programs Manager, is responsible for providing temporary program leadership and operational oversight within the LEAD Department. This contract position is intended to provide coverage during the absence of the regular Program Coordinator, ensuring continuity of program delivery, staff supervision, contractual obligations, funding requirements, and administrative operations throughout the contract period.

Primary Duties and Responsibilities for Program Coordinator:

- Adapt to a changing environment through innovation, leadership, and effective problem-solving.
- Provide supervisory leadership to staff, fostering professional development through coaching, training, and performance management.
- Delegate tasks in accordance with staff roles and responsibilities, providing appropriate guidance, oversight, and development opportunities.
- Ensure adherence to program goals, objectives, and funding requirements.
- Regularly monitor contractual goals, obligations, and assigned budgets; report on progress and identify recommendations for improvements, subject to management review and approval.
- Ensure the timely completion of program deliverables, reporting requirements, and objectives while maintaining compliance with organizational policies, procedures, and program guidelines.
- Collaborate with management, coordinators, administration, and support staff to optimize resource allocation.
- Develop and maintain effective working relationships with external stakeholders, representing WEST at meetings and events as required.

Qualifications:

- University degree in a related area, such as Business Management, Social Work Administration, or a related field.
- 3 to 5 years of relevant work experience, including direct supervisory experience in a social services environment.
- MBA or working towards completion is an asset, not required.
- Knowledge of the non-profit sector, particularly in areas relevant to immigrant services.
- Familiarity with project management methodologies and tools.
- Strong leadership, problem-solving, and crisis management skills.
- Exceptional communication skills, both oral and written.
- Proficiency in Microsoft Office and other analytical tools.
- Strong organizational, interpersonal, and collaborative skills.
- Sensitivity to immigrants, women, and under/unemployed individuals.

Essential Skills:

- Ability to work independently and self-driven with minimal supervision.
- Demonstrated ability to promote dialogue, collaboration, and empower others.
- Ability to maintain poise, quality of work, and efficiency during busy times.
- Experience working with diverse groups and utilizing various tools.
- Ability to manage competing priorities, coordinate multiple program activities, and meet established deadlines.

How to Apply:

Interested candidates are invited to submit a cover letter and resume to:

- careers@westofwindsor.com
- alejandrov@westofwindsor.com

Wage Range: $32.00–$34.00 per hour
Hours: 35 hours per week
Employment Type: Contract Position

WEST of Windsor Inc. values diversity and encourages all qualified individuals to apply.

We thank all candidates for their interest; however, only those selected for an interview will be contacted. Due to the volume of applications received, we regret that we cannot confirm receipt of individual applications.

Accommodations are available upon request.