

Job Description

Position Title: Program Coordinator

Report to: Executive Director

Start Date: TBD

Location: Richmond Hill

Employment Type: Full-Time

Organization Overview

The Learning Disabilities Association of York Region (LDAYR) is a charitable non-profit organization which was established in 1976. We provide leadership in Learning Disabilities advocacy, research, education and services, and strive to advance the full participation of children, youth and adults with Learning Disabilities (LD) in society. At LDAYR our vision is to assist individuals with Learning Disabilities achieve their full potential. In doing so, we must consider three central branches of our association-our products and services, image and brand and funding. Collectively, with the help of our community, members and funders we can achieve this vision. We promote positive change through: Innovation, Collaborative Partnerships, Credible Advocacy, Informed Public Policy, and Quality Products and Services.

Position Overview

The Program Coordinator is involved in the management, development and restructuring of the programs and services. Supports the Executive Director with Board and Governance duties. Supports the Executive Director with fund development.

Position Responsibilities

- Monitor, evaluate and provide statistical analysis and reports on programs, services and regular operational activities
- Assistance to the Executive Director on administration of all programs, this includes but is not limited to: revising process binders, evaluation forms, enrollment forms and publicity plans
- Support and assist with administrative decisions made by the Executive Director and Board of Directors
- Responsible for the development, implementation, reporting and management of the SoAR and Social Skills program
- Responsible for the supervision of the Program Coordinators managing other programs and services, including evaluations and program reporting
- Act as a liaison with community partners within York Region
- Mentoring student placements throughout the school year
- Seeking new opportunities for and managing the organizations community outreach activities
- Participates in planning process to ensure ongoing agency development, including: service delivery models; future growth; training plans; etc.
- Working with Executive Director on governance and Board of Directors administrative responsibilities
- Supporting the Executive Director on Annual Strategic Planning Revisions and General Annual Report data collection
- Prepare report/documentation for LDAYR its partners and funders
- Manage and maintain appropriate budgets, financial matters, database, grants
- Prepare an implementation action plan aimed at increasing the level of public awareness of the association and its programs/services
- Provide resource information and support to our diverse consumers seeking assistance regarding learning disabilities, attention deficit hyperactivity disorders and related topics
- Abide by all the rules and regulations of the Association in existence at the time of employment and those, which from time to time are added and approved by the Executive Director and/or the board of directors.
- Abide by Learning Disabilities Association of York region Code of Conduct and Confidentiality Regulations.
- General Resource Centre maintenance and security are regular duties.
- Other Association related duties as assigned.

Qualifications:

Education: Post-secondary education preferably in the field of Social Work, Child and Youth, Early Childhood Development or related fields

Experience, Skills and Requirements:

- 3 - 5 years experience managing programs within a non-profit organization
- Program facilitation experience is considered an asset
- Comfortable in a fast pace environment
- Ability to multitask and complete responsibilities on time with a positive, friendly and approachable attitude
- Proficiency in Microsoft outlook and Microsoft office (Word, Excel, Publisher, Access)
- Creative, organized hardworking, self-motivated, results-oriented
- Excellent communication skills both written and verbal
- Experience and understanding of working effectively in a diverse environment
- Sound judgement and decision-making skills with the ability to effectively administer/reinforce policies as appropriate
- Access to vehicle with a insurance liability of \$1,000,000.000

Those wishing to be considered should submit their cover letter and resume with salary expectations

Gail Wilson- Program Manager
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OR Fax: (905) 770-9377

By the closing date: December 23rd 2019

We thank all applicants; however, only those selected for an interview will be contacted.
Due to the high volume of applicants we ask that no phone calls are placed regarding this position.