



Canadian Native Friendship Centre

15001 112 Avenue, Edmonton Alberta T5M 2V6

Ph: 780.496.9890 Fax: 780.469.2760

Email: cnfc@shawbiz.ca

The Canadian Native Friendship Centre (CNFC) is seeking a dynamic individual to fill the full time permanent position of **Program Coordinator**. This position will be primarily responsible for the overall coordination of recreation and cultural programs delivered by the CNFC. The Program Coordinator will provide programming and technical expertise in areas such as designing; developing; monitoring and managing programs; fund raising activities; and networking, liaising and communicating with the general public.

Duties and Responsibilities:

Reporting directly to the Executive Director, the position will be responsible for:

- Overseeing all CNFC recreation and cultural programs; events and activities including the development, designing, monitoring and management of such;
- Ensuring the recreation and cultural programs meets the goals and objectives of the organization;
- Identifying potential funding sources and developing funding proposals;
- Networking, communicating and liaising with community organizations for collaborative programming efforts;
- Managing the administration; operation and execution of program events; and
- Providing administrative support to the Executive Director as required.

Education and Qualifications:

- Extensive expertise in the development and management of programs
- Extensive training in program management with a strong emphasis in youth and family programming
- Excellent interpersonal and organization skills
- Detail oriented and able to meet tight deadlines
- Excellent oral and written communication skills
- Ability to speak an Aboriginal language an asset
- Knowledge and experience in working with the Aboriginal community
- Must have a valid driver's license and access to a reliable vehicle.

Please submit resume to:

Brenda Blyan
Executive Director
Canadian Native Friendship Centre
2nd floor, 15001 – 112 Avenue
Edmonton, Alberta T5M 2V6
Or email at cnfc@shawbiz.ca by **September 10, 2010**.

Please note: Only those qualifying for an interview will be contacted