

Re-entry Support Coordinator (Calgary)

Easter Seals Alberta takes pride in putting philanthropic dollars to good work. We continue to provide ongoing services to Albertans living with disabilities and medical conditions. We strive to ensure that the resources they need for an independent and full life are available. This is made possible with our three main supports:

- **Easter Seals Alberta's Camp Horizon** provides subsidized five-day summer camps and respite weekends for individuals with disabilities and medical conditions.
- **Accessibility Supports** provides critically needed equipment and support to those who qualify both physically and financially. This includes Equipment and Support Services (ESS), our home automation program, the disability travel card, the Give a Kid a Lift program, and the Phyllis Davidson Easter Seals Scholarship.
- **Easter Seals McQueen Home**, a self-governed, 24-hour personal care residence in Edmonton for people with disabilities looking to achieve more independence, greater inclusion into the community and access to employment, education and recreation.

Position

This unique position is an opportunity to use your creativity and innovation to help shape and build Easter Seals Alberta from the ground up. We are looking for someone who is up for anything, willing to help out, and ready to learn about strategy and vision. We hope you love embracing change as positive opportunities as much as we do because you will be instrumental in helping us create lasting organizational change.

- Contract, summer position of 8 weeks.
- Work week Monday through Friday; 7 hours/day; 35 hrs/week, occasional evening and weekends will be required.
- Must be between the ages of 15-30 years of age and registered in post-secondary education for the Fall semester 2020 (due to Canada Summer Jobs funding requirements).
- Must have a vehicle and valid driver's license (parking will be provided).

Responsibilities

- Create and update our organizational policies to match COVID-19 guidelines;
- Research potential programs, gaps in services provided to those with disabilities and ways to make operations run more efficiently;
- Develop a program relaunch guide outlining protocols that adhere to Government of Alberta Public Health and Alberta Health Services recommendations for business relaunch related to COVID-19;

- researching and staying apprised of relevant government and official public health updates and recommendations regarding program and business relaunch;
- evaluating, developing and ensuring the implementation of the precautions required to allow for the safe delivery of in-person programming researching and utilizing best practices from other organizations/jurisdictions specifically related to the relaunch of programs within the disability sector;
- Overseeing general office functions including; copier/fax, phones, photocopying, mail etc. Calling support as required;
- Support donor stewardship;
- Conduct interviews with Easter Seals Clients;
- Assist Fund development team with event support (including; planning, event logistics, production and setup/tear down, auction solicitation, etc);
- Other duties as required.

Qualifications

- Excited to hit the ground running;
- Ability to work remotely;
- Well organized and possess excellent time management skills;
- Strong attention to detail;
- Strong analytical and problem solving skills;
- Ability to work independently and with other colleagues in a team environment;
- Ability to multi-task and prioritize;
- Strong communication skills;
- Comfortable speaking to others on the phone;
- Experience working in with donor databases is an asset.

The Re-entry Support Coordinator reports to the Director of Development. Thank you in advance for your application. Only those candidates who are being considered will be contacted.

Please email your resume and cover letter to:

Jason Lyver

Director of Development
Easter Seals Alberta
info@easterseals.ab.ca

Closing date: The application will be open until a suitable candidate is found.