

## Virtual Program Developer

Are you passionate about working with Albertans with disabilities and supporting your local community? Do you have what it takes to champion our Vision to Inspire Potential, Build Community and Enrich Lives?

Easter Seals Alberta is a provincial not-for-profit organization. Our mission is to provide services that foster inclusion, independence and recreation for individuals with disabilities and medical conditions. The Virtual Programs Developer is responsible for planning, developing, implementing and evaluating the virtual programs at Easter Seals Alberta.

**This is a Canada Summer Job position and as such the applicant must be between the 15-30 years of age.**

### The Position:

- Contract position ending latest February 26, 2021;
- Work week Monday through Friday; up to 35 hrs/week (flexibility is an option);
- Wages: \$15/hour

### Responsibilities:

- Plan, develop, implement and evaluate virtual programming for our clients;
- Research future trends of virtual programming;
- Act as an advocates internally and externally to increase awareness;
- Initiate and maintain contact with clients;
- Build and maintain partnerships with external organizations;
- Produce a wide variety of communications for clients and external partners;
- Actively participate in activities that support and enhance the accomplishment of programming goals;
- Other related duties;

### Qualifications:

- Ability to work remotely if required;
- 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 interacting with individuals of all ability levels;
- Strong customer focus.

### **Knowledge and Skills:**

- Team building
- Innovative thinking, flexible and change oriented;
- Shows initiative, enthusiasm, and persuasiveness;
- Translates “how we’re doing” data into “how we can make it better”.

To apply, please email your resume and cover letter to:

#### **Shannon Crawshaw**

Human Resources/Payroll Manager  
Easter Seals Alberta  
shannon@easterseals.ab.ca

### **Closing Date: November 20, 2020**

We thank all those who apply for their interest; however only those selected for an interview will be contacted.