

SEARCH Program Coordinator Position

Student Energy in Action for Regina Community Health (SEARCH) Inc. is a student-run non-profit organization aiming to provide the North Central community of Regina with after hours social and clinical programs. We work with other grass roots community organizations, the Saskatchewan Health Authority, Four Directions Community Health Centre, and the various post-secondary institutions within Saskatchewan to service our community.

SEARCH is looking to hire a Program Coordinator between May 2024 and August 2024. You will be contracted to work 30 hours per week including some evenings and weekends.

Work Environment & Locations:

- Hybrid
 - 1504 Albert Street (SEARCH's Clinic Location)
 - 1235 Broad Street (SEARCH's Office Location)
 - Work from Home

Work Hours & Wage:

This position will be contracted to work 30 hours per week.

- Sunday & Mondays: Off
- Tuesday: 3 hours working from home.
- Wednesday: 3 hours working from home.
- Thursday: 8:30 am to 4:30 pm at 1235 Broad Street
- Friday: 8:30 am to 4:30 pm at 1235 Broad Street
- Saturday: 8:30 am to 4:30 pm at 1504 Albert Street

There will be occasions where you will need to flex your time to be able to work in the evenings due to meetings you must attend.

We are closed to observe Holidays on **May 18, May 20, June 29, July 1, August 3, and August 5.**

Wage: \$18/hr

Anticipated start date: Between May 7, 2024, and May 14, 2024.

Anticipated end date: Between August 24, 2024, and August 31, 2024.

Requirements:

- Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.
 - **Please note:** International students, youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.
- Aged between 15 and 30 years old.
 - **Please note:** Youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

- Completed some post-secondary education.
- Valid driver's license
- Experience with Microsoft Office and Google Workspace

Experience:

- Preferred to hire an individual with past work experience in any field.
- Experience in health care, research, or non-profit organizations is an asset.
- Naloxone training is an asset.
- CPR/AED Level C certification or must be willing to obtain certification within 4 weeks of the start of employment.

Key Responsibilities:

Fundraising: Alongside the Executive Director and Grants & Fundraising Chairperson, assist in planning and coordinating SEARCHs Annual Gala.

Volunteer Coordination

- Works closely with the Executive Director and Faculty Liaison and Volunteer Retention Chairperson in recruiting and training volunteers.
- Evaluates and monitors the effectiveness of volunteers and promotes volunteers when necessary.
- Maintains volunteer manuals.
- Creates schedules and assigns duties based on volunteer skills and abilities.
- Plans and implements volunteer recognition activities.

Program Coordination and Administration

- Monitors and codes expenses.
- Create weekly and monthly agendas and flyers of SEARCH programs.
- Provides input for client programs and student professional development sessions.
- Prepares monthly and annual reports on volunteer activities, hours, and numbers.
- Prepares and administers grant applications.
- Maintains client survey data.

Health Promotion

- Identifies key community leaders and develops partnerships for action on specific priority issues with respect to internal programming.
- Evaluates health promotion programs.
- Works closely with the Executive Director and Programming Chairperson.

Related Key Work Activities

- Assist in supervising shifts alongside the Executive Director and/or Board of Directors.
- Engage in personal reflections on performance and progress through weekly meetings with the Executive Director.

- Attend and engage in monthly meetings with the Board of Directors.

How to Apply:

Please submit a cover letter and a resume to careers@searchhealthclinic.ca.

We will contact you for an interview.

If you do not hear from us by May 7, 2024, please do not follow up.