

# Join our Team



## Program Coordinator

The United Way of KFLA is looking for the following **Full-Time Permanent** position to join the staff team in a dynamic, growing environment.

The Program Coordinator provides administrative and logistical support to the Senior Director Community Impact (SDCI) and the Community Impact department.

The Program Coordinator supports granting and allocations processes, data collection, analysis, reporting and evaluation. They provide support for the coordination of volunteers, meetings, and related activities.

The Program Coordinator supports capacity building initiatives and programs, including logistics and coordination of workshops, Equity Diversity Inclusion Indigenization projects

## United Way KFL&A is looking for:

- Certificate / diploma from community college
- Minimum of two years' administrative experience providing excellent customer service internally and externally in a fast-paced office
- Proficiency in French is an asset
- Sound computer skills including spreadsheets, word processing, email / internet, database and / or customer relationship management and / or design software
- Well-developed analytical and reasoning skills (data analysis and evaluation)
- Ability to understand, express and apply concepts and instructions of a general nature as well as somewhat technical / scientific / administrative concepts, methods and procedures
- Ability to work in a flexible office environment and pay attention to detail
- A committed team player who is also able to work in a self-directed manner
- Non-traditional hours may occasionally be required due to deadlines or other operational issues
- Access to adequate transportation is essential

To learn more about the role, please visit [www.unitedwaykfla.ca/careers](http://www.unitedwaykfla.ca/careers)  
Please send resume and cover letter as one document in .pdf, .doc. or .docx format to:  
[hrprojects@unitedwaykfla.ca](mailto:hrprojects@unitedwaykfla.ca). Please indicate 'Program Coordinator' in the subject line.

All applications are due by **Friday September 16, 2022 at 4:00 PM** (or until filled).

Salary Range: \$40,231 - \$50,290 (Level 2)

*This position works in-person at the United Way office at 417 Bagot Street, Kingston ON*

*The United Way is committed to employment equity and diversity in the workplace and welcomes applications from people of all backgrounds, reflecting the diversity of Canadian society. Should you require accommodation to participate in the selection process, please contact Marysabel Montilla ([mmontilla@unitedwaykfla.ca](mailto:mmontilla@unitedwaykfla.ca)).*

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