



EMPLOYMENT OPPORTUNITY – PROGRAM DIRECTOR

Position Type: Full Time
Job Region: AB - Calgary Area
Years Experience: 2-3 years preferred

Date Ad Posted: August 3, 2011
Application Deadline: August 31, 2011
Compensation Type: Salary

Community Mediation Calgary Society is a not-for-profit organization of trained mediators offering volunteer mediation services free-of-charge to assist in resolving community conflict. The Society seeks a highly motivated, self-starter to fill the position of Program Director. This position within the organization manages program development, delivery and awareness and organizational functions.

Responsibilities

Responsibilities include volunteer support, raising awareness of programs and services, maintaining funder relations and oversight of core business. The position will also be responsible for the supervision of service coordinators as well as managing an office. The Program Director reports to a volunteer Board.

Qualifications

The successful candidate must have excellent communication, organizational and planning skills. Preference will be given to those with a certificate or formal training in interest-based conflict management, and to those with directly related experience. Cross-cultural awareness is an asset.

Job Related Information

35 hours of work per week, on average. There is some requirement for flexible hours including some weekends and evenings. Salary to be commensurate with experience.

Job Contact Information

Treasurer
Community Mediation Calgary Society
Suite 640, 1300 - 8 Street S.W.
Calgary, AB T2R 1B2

Please email your resume and cover letter to Bob Lang at rvlang@aol.com. Only selected candidates will be contacted for an interview.