



Job Posting

Full-time 1-year contract starting in June 2022 with Welcome Friend Association, creator of Rainbow Camp®, that offers 2SLGBTQ+ youth an overnight camp where they can grow and explore who they are in a safe space.

WFA started in 2011 with a one-week overnight Rainbow Camp®. Building on the campers' enthusiasm and the needs of 2SLGBTQ+ youth, Rainbow Camp® is on track today to offer a total of 200+ campers an Algoma overnight camp experience this summer. Come join our dynamic team and through this position of Program Development Coordinator help put the building blocks in place so WFA can offer Rainbow Camp® to more campers across Canada in 2023.

Program Development Coordinator

The Program Development Coordinator is an integral part of the Welcome Friend Association's Programming team. They are responsible for program development including designing new projects and developing concept papers, and project proposals and documenting current programs. They are also responsible for project management, monitoring, evaluation and reporting. The role requires regular communication with current and potential partners in Canada.

Duties and Responsibilities:

- To create a detailed document of Welcome Friend Association's current programming and the details of the operations of the organization.
- Revising Welcome Friend Association's programming and reflecting the development of new dimensions/events within the current year.
- Take an active role in the design and development of new projects that reflect Welcome Friend Association's strategic directions.
- Prepare and submit concept papers and project proposals in collaboration with staff and volunteers.
- Review donors' priorities and requirements and ensure funding applications are in adherence to these requirements.
- Develop professional contacts with other organizations that could collaborate in the development and implementation of new initiatives.

- Develop specific types of marketing and fundraising plans specific to enhance the development of new projects.

2. Project Management

- Plan and oversee project implementation to ensure that projects are completed in a timely manner and within budget.
- Manage regular communications with project partners to create strong relationships and ensure quality implementation of projects.
- Prepare partnership agreements, project work plans and progress reports.
- Provide programmatic information and input for reporting to funders/donors, and create quality and timely narrative reports as needed.
- Work collaboratively with the finance team to develop project budgets, monitor disbursements to partners, and prepare funder/donor financial reports.

3. Monitoring and Evaluation

- Support the development and implementation of monitoring and evaluation tools and processes.
- Support the Programs Director in compiling, reviewing and preparing information for program and organizational reports.
- Work with the programs and communications team to ensure the documentation and dissemination of program outcomes (in the form of impact stories, photos, case studies, lessons learned, best practices, etc.)
- Assist with the digital and paper filing and archiving of program documents to ensure that information is easily available and accessible to all team members.

4. Other Responsibilities

- Assist in the development of fact sheets, presentations and other program materials as needed.
- Represent Welcome Friend Association in external meetings and events.
- Contribute to strategic planning in the area of program development.
- Undertake projects and other duties as assigned by the Programs Director.

Qualifications and other Requirements:

- Training or experience in project design, planning and management.
- Successful proposal writing and partnership development track record.
- Strong analytical thinking skills and a good understanding of monitoring and evaluation frameworks and results-based management.
- Excellent organizational skills with the ability to prioritize and manage multiple responsibilities and meet deadlines.
- Strong interpersonal skills and ability to work effectively with others.
- Excellent verbal and written communication in English. Good knowledge of French would be a strong advantage.
- Proficiency in Microsoft Office Suite and Google Workspace

For more information contact Josh Cherry at jcherry@welcomefriend.ca 1- 888-909-2234 Ext 106