



## Program Director – Posting May 2017

Edmonton Neighborhood Watch (ENW) is currently looking for a part-time Program Director to manage community programs and contacts. The Program Director will report to the Executive Director and is responsible to the ENW Board of Directors. The Program Director will work with program participants, volunteers, partners and stakeholders to operate existing programs.

If you are interested in doing fulfilling work with an organization that is helping to reduce crime and is creating safer neighbourhoods, we encourage qualified applicants to apply.

- Work with program leaders and the general public on programs at the community level
- Organize program resources with program participants
- Assist in communication and advertisement of programs
- Track and report on the programs progress and participation
- Support both the Executive Director and the Board in program development & implementation

The Program Director will also be responsible for maintaining the ENW database and manage the evaluations/feedback related to ENW programs.

The qualifications and requirements include a high level of proficiency using MS Office particularly Excel. Experience with web-based storage and social media is required. Prior experience with not for profits is an asset. The successful candidate will be able to work a flexible schedule and considerable work can be done from home. Some evenings and weekends may be required but will be very limited. ENW is looking for someone that works well in a team environment, with the public and can work independently to prioritize and complete tasks on time.

This is a contract position for an average of 15 hours per week at \$18 per hour that will require own transportation and a valid Alberta driver's license. The successful candidate will be required to pass a Police Information Check or an Enhanced Security Check.

The application deadline is May 14, 2017. The deadline may be extended until a suitable candidate is found. We thank all applicants but only those candidates successful in obtaining interviews will be contacted.

Please email your resume and cover letter to Edmonton Neighborhood Watch at [admin@enwatch.ca](mailto:admin@enwatch.ca)

**No phone calls PLEASE.**