



culturepei

PEI Cultural Human Resources
Sector Council

JOB DESCRIPTION: PROGRAM COORDINATOR

Culture PEI is seeking a Program Coordinator. This is a 22-week, full-time position.

CULTURE PEI

Culture PEI is a not-for-profit sector council dedicated to improving the outcomes and incomes of arts, heritage and creative industry workers on Prince Edward Island. Culture PEI runs multiple programs including the Theatre Production Mentorship Program, the HIVE Youth Cultural Entrepreneurship Incubator and the Cultural Forum.

PROGRAM COORDINATOR DUTIES

Reporting to the Executive Director, the Program Coordinator is responsible for the day-to-day coordination of various Culture PEI programs as assigned.

Duties

- Coordinating various Culture PEI programs and initiatives as assigned
- Writing proposals and reports
- Administering program finances
- Leading program teams and participants
- Liaising with program partners and funders
- Other duties as assigned

TERMS

- 22 weeks
- 40 hours/week
- \$13.50/hour
- Start date is ASAP

QUALIFICATIONS

Skills

- Project or program coordination in the culture sector
- Proposal and report writing
- Project budgeting and financial tracking and reporting
- Small team leadership

Education

- Some post-secondary education in arts, heritage or creative industries

Other

- EI eligibility is an asset (having enough hours or having an EI claim open in the past three years)
- Experience in Culture PEI's HIVE program is an asset

If you have any questions, please don't hesitate to contact us.

TO APPLY

The deadline for applications is Wednesday, May 17, 2017 at 5:00 PM.

To apply, please email a resume and a cover letter describing how you would be a good fit for the position to:

Mark Sandiford
Executive Director, Culture PEI
mark@culturepei.ca