

Program Coordinator (Part-Time)

20 hours/week • Primarily work-from-home • Occasional evenings/weekends for events

About LDAA

The Learning Disabilities Association of Alberta (LDAA), founded in 1968, supports Albertans with learning disabilities and those who care for them. Our mission is to empower individuals, families, educators, and professionals through education, collaboration, and advocacy. Our work focuses on:

- Education through courses and webinars for educators, parents, and adults;
- Collaboration through partnerships with Alberta organizations, school boards, government, and service providers;
- Advocacy through awareness-building, communication, and community engagement.

Position Overview

The Program Coordinator provides administrative, operational, and program support across LDAA initiatives. This role manages virtual office functions, coordinates program activities, event planning, supports marketing and communications, and oversees the Alberta Learner's License Prep Kit program—including inventory, reporting, and coordination. The ideal candidate brings strong project coordination skills, excellent communication, customer service skills, and the ability to manage multiple priorities in a virtual environment.

Key Responsibilities

Administration & Operations

- Manage virtual office operations and general inquiries (phone, email, correspondence)
- Represent the organization as a liaison with school boards, community partners, and external agencies
- Maintain accurate administrative and program records
- Support marketing initiatives, including social media and communications
- Manage program materials, kits, and inventory
- Ensure administrative processes support for all Programs
- Collect data, prepare reports, and support invoicing
- Participate in staff meetings and committees as required

Promotions, Social Media & Website

- Support outreach to schools and partners to promote programs
- Assist with newsletters, website updates, and social media content
- Identify opportunities to grow program reach
- Ensure technical support is in place for online courses and webinars
- Maintain website content (events, calendars, program information)

Program Coordination

- Serve as the primary contact for the Learner's License Prep Kit program
- Coordinate with printers, manage inventory, and process orders

- Maintain sales statistics and distribute invoices
- Assist in the coordination of the annual conference
- Support coordination of online courses and webinars
- Attend trade shows and community events as needed
- Coordinate annual conference

Qualifications (Required)

- Post-secondary education in a relevant field
- Minimum three years of experience in project coordination, administration, or a similar role
- Strong customer service skills and proven ability to communicate with diverse stakeholders
- Advanced proficiency in Microsoft Office (Word, Excel) and strong overall computer literacy
- Ability to work independently in a virtual environment; LDAA does not operate a formal office
- Exceptional organizational skills and attention to detail
- Availability for daytime hours Monday–Friday

Qualifications (Assets)

- Knowledge of learning disabilities, education, or the nonprofit sector
- Experience with marketing, event planning, communications, or social media
- Familiarity with QuickBooks, Canva, WordPress, Mailchimp, or website management

Compensation

Please include your hourly wage range in your cover letter.

Application Process

We are urgently hiring for this position. Are you available to start immediately? This posting will remain open until a suitable candidate is found. Applicants must reside in Alberta; please state your location in your application. Preference may be given to candidates in Calgary or surrounding areas. Applications will be reviewed on an ongoing basis, and suitable candidates may be contacted before the posting closes.

Learn more at www.ldalberta.ca

Please send cover letter and resume to:

Teresa Nelson Keller
Executive Director
executivedirector@ldalberta.ca

We thank you for your interest. Please note only successful candidates will be contacted.