

306.222.3311 info@theprincessshop.ca theprincessshop.ca



Position Title: Program Coordinator

Position Summary:

The Princess Shop helps women, girls, and 2SLGBTQ+ youth and students in Saskatchewan to have the opportunity to celebrate their accomplishments, reach their full potential, and ultimately positively impacting their entire community. The successful candidate will report to the Executive Director and will work with the Core Volunteer Team to complete both general administration tasks as well as more specific tasks related to The Princess Shop's three main programs (Dress Program, Next Chapter Program, Fairy Godmother Program). In collaboration with different stakeholders and the Executive Director, the Program Coordinator will help ensure ongoing success for The Princess Shop in meeting its mandate.

More information on The Princess Shop's history and our programs can be found at <http://www.theprincessshop.ca> .

Tasks and Responsibilities:

- **Oversee the Dress Program operations, including:**
 - Booking dress appointments and coordinating volunteers for dress appointments
 - Communicating with school representatives and Princess Graduates (clients)
 - Creating graduation day schedules in coordination with grad day service providers (as public health restrictions allow)
 - Managing intake of forms and updating database
- Assist in organizing Next Chapter Program workshops and other events related to the program with the Next Chapter Program Coordinator
- Provide support to the Fairy-godmother program Coordinator as needed for events and planning
- Assist in organizing community events (as public health restrictions allow)
- Support the Executive Director in day to day activities, including:
 - Monitoring and answering phone calls and the info@theprincessshop.ca email
 - Leading volunteer communications
 - Covering shop hours and accepting dress donations (as public health restrictions allow)
- Work with the Communications Coordinator on social media messaging, stakeholder engagement communications and recognition
- Review, update, and revise website with information related to mission, programming information, sponsorship details and more
- Other tasks as required and discussed between the successful applicant and Executive Director in support of daily operations and program needs

Skills and Qualifications:

- Excellent communication skills, both written and verbal
- Demonstrated ability to work both independently and as part of a team
- Great attention to detail and organizational skills
- Strong leadership skills
- An ability to dependably meet deadlines and prioritize
- Commitment to Reconciliation and inclusion
- Strong computer skills, including experience with MS Office Suite and apps like Google Calendar and Google Docs. Additional computer skills, i.e. experience with website content management systems, would be an asset
- Subject to a Criminal Record Check, including a vulnerable sector query as a condition of employment
- Ability to work from home, including access to a computer and reliable internet connection

Position Terms:

- The position will begin May 17th, 2021, and finish August 20th, 2021. There is the potential for this position to continue beyond the set date.
- This is a part-time position consisting of 20 hours a week.
- The pay for this position is \$16.00/hr.
- Due to current public health restrictions, we anticipate the majority of work will take place virtually. Some in-person work may be required to take place at our physical office or off-site (e.g. dress appointments, community events), if allowed by public health regulations.
- Non-standard hours (occasional evenings and weekends) may be required to accommodate dress appointments and other events.
- Upper-body ability to lift up to 10 lbs

Support: Training, support, and direction for this position will be provided by the Executive Director, who will also be available for questions and assistance. Preference will be given to Indigenous and two-spirit candidates, as per section 48 of the Saskatchewan Human Rights Code.

To apply: Please send cover letter, resume, and two references to info@theprincessshop.ca, and feel free to contact Kelsey with any questions. Phone: 306-222-3311. Email: kelsey@theprincessshop.ca. In the cover letter please share why you would like to work at The Princess Shop. The deadline to apply is May 10th, 2021.