



Program Coordinator (Temporary, Part-time) – Job Posting

Summary:

As part of the Programs team, the Program Coordinator will support the planning, implementation, outreach, and evaluation of key Plan Institute projects and initiatives. We are looking for a detail-oriented and community-minded individual who works well independently and collaboratively, and whose values align with our mission and vision of a good life for people with disabilities.

Job Posting:

About Plan Institute:

Plan Institute is a nationally registered charity, whose mission is to empower people with disabilities to lead a good life. We do this through:

- Innovation – We engage in innovative community-based projects and partnerships that help empower those living with disabilities.
- Education – We offer educational initiatives designed for individuals, families, and organizations, including workshops, courses, retreats, publications, and resources.
- Leadership – We provide collaborative leadership by convening a diverse group of stakeholders to encourage public policy reform and system transformation.

Plan Institute envisions a future where all people with disabilities lead a good life. For Plan Institute, the concept of a good life means: being financially secure; contributing to and participating in caring and inclusive communities; being respected and empowered to make decisions; knowing the loving support of friends and family; choosing a place to live and call home; and having a well-planned future.

We build on the 30 years of our sister organization, PLAN (Planned Lifetime Advocacy Network), and their experience working with families to build a good life for people with disabilities.

In this 2019 video, we discuss why Plan Institute was founded, some of our accomplishments over the years, and our hopes for the future: [Plan Institute 20th Anniversary Video](#).

Visit our website to find out more: www.planinstitute.ca.

About the Position:

Type: 1-year contract, part-time position

Reports to: Program Manager



Position Overview:

We are looking for a detail-oriented and community-minded Program Coordinator whose values align with our mission and vision. As part of the Programs team, the Program Coordinator will support the planning, implementation, outreach, and evaluation of several key Plan Institute projects and initiatives. The individual in this role must be able to work independently and in collaboration with Plan Institute team members, contractors, and our partner organizations. The Program Coordinator must also be comfortable offering direct support to a variety of community members over the phone and via email.

One of the main projects the Program Coordinator will be supporting is Access RDSP, a provincial program facilitated by Plan Institute, Disability Alliance BC (DABC) and the BC Aboriginal Network on Disability Society (BCANDS), which aims to increase uptake of the Registered Disability Savings Plan (RDSP) in BC, and across Canada. This role will also support the implementation of our Disability Planning Helpline, and the Endowment 150 project, which provides one-time grants to help individuals to begin growing savings in their RDSP.

Our organization is team-based, and we work together on most of our projects and tasks. We value the unique skills and abilities that everyone brings to the team and look to incorporate everyone's talents into the work we do.

Role Requirements:

- Excellent communication, interpersonal, and connection-building skills.
- Ability to work collaboratively with a diverse group of people.
- Exceptional time management and multi-tasking skills.
- Exceptionally organized and detail-oriented, while maintaining flexibility and adaptability.
- Initiative-taker with the ability to work with minimal supervision.
- Experience working with organizational partners, including individuals and other organizations.
- Experienced with Microsoft Office, including Word, Excel, and PowerPoint.
- Previous paid or unpaid work within the disability community or other marginalized communities.
- Experience with community outreach and education.
- Experience providing support to others through phone and email.



Role Assets:

- Understanding of and experience in the disability advocacy movement as well as the concept of asset-based community development.
- A personal connection to disability.
- Experience with Constant Contact, Asana, and Zoom Webinar.
- Knowledge of the Registered Disability Savings Plan (RDSP).

Responsibilities of this position include:

Core Program Support: Disability Planning Helpline, Endowment 150 Grant, and Learning Webinars:

- Coordinate and support administration of our Disability Planning Helpline, which provides information, support and resources for individuals and families impacted by disability, as well as professionals.
- Support the processing and approval of Endowment 150 Grant applications.
- Support in-house RDSP webinars and Wills, Trusts, and Estate Planning webinars, including planning, scheduling, resource development, and hosting and moderating the webinar Q&A.

General:

- Coordinate and support various elements of all Plan Institute projects and programs. In collaboration with the Programs team, contribute to project proposals and work plans, carry out deliverables, coordinate aspects of completion.
- Collaborate with the Plan Institute team on integration of projects into existing organizational initiatives and programs.
- Support data compilation and reporting for all project and program initiatives.
- Collaborate with Programs Team in developing and implementing outreach initiatives.
- Attend events on behalf of Plan Institute to share information on the Registered Disability Savings Plan (RDSP) and other disability programs, promote the Access RDSP partnership and supports available, promote Plan Institute's specific services, and foster connections and ongoing relationships with external contacts.
- Liaise with partners and affiliates on projects and initiatives, maintaining relationships and expanding partnerships where appropriate.
- Contribute to our government and corporate partnerships projects regarding the RDSP, including the Access RDSP program.



- Participate in and seek out training opportunities for staff, contractor team, and organizational partnerships.
- Additional project and program support as required.

Compensation & Work Schedule:

- Hours of work are 22.5 hours per week, with a flexible schedule.
- An annual salary of \$32,460, plus benefits cost sharing, RRSP matching, and potential bonuses.
- 3 weeks annual vacation.
- Anticipated start date mid-May 2024.
- Our team currently works with a flexible hybrid model, working both from home and in a shared office space in Burnaby. Monthly travel to our physical office and periodic travel to other locations will be required.

How to Apply:

Please apply [here](#). **Please note that applications will only be accepted through our application form.** A cover letter is not required.

- Job posting closes on **Sunday, April 21st, 2024, at 11:59PM PDT.**
- We thank all applicants for their consideration of this position. Shortlisted applicants will be contacted after the posting closing date.
- If you have any questions about the position or need assistance with your submission, please contact info@planinstitute.ca.

Plan Institute is committed to a safe, inclusive, and collaborative environment in which all individuals are treated with respect and dignity. As such, individuals from diverse backgrounds, including race, national or ethnic origin, sexual orientation, gender identity, disability, and mental illness are welcomed and encouraged to apply.

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Accessible formats and communication supports are available for applicants by request; please contact info@planinstitute.ca.