

Job Title: Program Coordinator – Airdrie
Location: Airdrie, Alberta
Reports To: Airdrie Centre Manager
Position Type: Part-Time (Contract – 1 Year Minimum)
Hours & Compensation: 20 hours/week | \$26,000 yearly

About Us

Mainsprings Pregnancy and Family Support – Airdrie is a satellite location of our main office in Calgary. We are a non-profit organization dedicated to supporting individuals and families as they navigate pregnancy- and parenting-related challenges. With a long-standing commitment to women, youth, children, and families, we offer compassionate, high-quality care and programming.

To learn more, visit www.mainsprings.com or follow us on social media @mainsprings.air

Position Overview

The Program Coordinator plays a vital role in the day-to-day operations of the Airdrie Centre, supporting the Centre Manager and team in delivering client-centered programs and services. This role requires initiative, creativity, and a strong commitment to Mainsprings' mission. Responsibilities include program planning and facilitation, client support, administrative duties, and community engagement.

Key Responsibilities

Program Management

- Coordinate and oversee the delivery of client programs (e.g., classes, material supports, Christmas hampers)
- Ensure program objectives and outcomes are achieved
- Track and manage program statistics and reports
- Collaborate with other departments for seamless service delivery
- Support day-to-day operations of the Airdrie Centre
- Serve as acting supervisor when the Centre Manager is unavailable

Client Services

- Work closely with the Centre Manager and Client Services Coordinator to ensure high-quality client programming
- Provide peer support and client referrals to external resources
- Maintain up-to-date resource materials for client use

Calgary
205, 925 – 7th Avenue SW
Calgary, AB T2P 1A5
403 269 3110
info@mainsprings.com

Strathmore
106B, 304 – 3rd Avenue
Strathmore, AB T1P 1Z1
403 934 3017
strathmore@mainsprings.com

Airdrie
204 – 1st Avenue NE
Airdrie, AB T4B 0R4
403 410 7900
airdrie@mainsprings.com

- Design, deliver, and evaluate client-focused programs and classes
- Respond to inquiries from clients and partner agencies

Community Engagement

- Represent Mainsprings' mission and values in the community
- Attend inter-agency meetings to build professional relationships and increase awareness of Centre services
- Conduct Centre tours and engage with local service groups
- Participate in community events, including occasional evenings and weekends

Qualifications & Requirements

- Minimum 2 years of experience in teaching, facilitation, or program coordination
- Experience in curriculum development and lesson planning
- Strong oral and written communication skills
- Excellent interpersonal skills and the ability to work with diverse populations
- Diploma or degree in a related field (e.g., social work, education, human services)
- Organized, self-motivated, and aligned with Mainsprings' values and mission
- Valid driver's license and access to a vehicle (required)
- Availability for occasional evening and weekend events
- Successful completion of a criminal background check
- Alignment with Mainsprings' **Statement of Principle**, **Statement of Faith**, and internal policies

Working Conditions

- Based at the Airdrie office; occasional travel to Calgary or other locations for events or collaboration may be required
- Centre hours: Monday to Thursday 9 AM – 4 PM, Friday 9 AM – 1 PM (subject to change as the Centre grows)
- Creative, compassionate, and collaborative team culture

What We Offer

- Extended health benefits
- A caring and supportive work environment
- Opportunities for professional development
- The chance to make a meaningful impact in the lives of others

How to Apply

Please submit your resume and cover letter to: airdrie@mainsprings.com

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