





**Offer of Employment  
Educational Program Coordinator  
(this is a contract position)**

Start Date: As soon as possible      End Date: February 22, 2019

Salary: will be discussed upon application

This is a bilingual (French and English) position.

You will report directly to the Festival Coordinator and the Executive Director.

**Your responsibilities:**

**School program management:**

*Oversees all activities related to the Flying Canoe Volant School Program, including the points below*

- Manage booking of our school program sessions which take place weekdays during January, 2018.
- Communicate with schools in a professional, timely and effective manner
- Create and file invoices with the accounting team
- Inform and update school groups of
- Develop and execute a promotional plan for the program and target schools in the Edmonton area
- Communicate with the program facilitators regarding the facility, set up and take down, scheduling, etc.
- Ensure all billing and outstanding payments for school groups are settled upon the completion of this present contract

**Anticipated Work Schedule**

November – December 2018:	80 hours
December to January 2019:	160 hours
February event and post event	35 hours
Total hours:	275 hours (estimated)

The Volunteer Coordinator will be paid monthly after submitting an invoice of hours worked.

The School Programming and Volunteer Manager will be paid monthly after submitting an invoice for the hours worked.

Please email [your resume and cover letter](#) to: Daniel Cournoyer, Executive Director

[d.cournoyer@lacitefranco.ca](mailto:d.cournoyer@lacitefranco.ca)

[www.flyingcanoevolant.ca](http://www.flyingcanoevolant.ca)

Flying Canoe Volant, Centre Communautaire d'Edmonton,  
110-8627 rue Marie-Anne Gaboury, Alberta, AB, T6C 3N1