



Program Coordinator, Saskatchewan Branch

Location

Saskatoon, SK; Branch Office based.

Position status

This is a regular part-time staff position: 21 hours – 3 days per week. In office – Tuesday to Thursday 8:30-4:30. Occasional weekends and evenings may be required.

Why Join The Kidney Foundation?

Excellent kidney health, optimal quality of life for those affected by kidney disease, and a cure. This vision drives us to build community connections, fund research and deliver programs and services that make a difference in the lives of those impacted by kidney disease, while engaging them in a community of care and support.

You can make a difference by joining our dynamic and dedicated team at The Kidney Foundation of Canada!

What do we offer?

- 3 weeks annual vacation (6% of earnings)
- 10 Health (sick) days per year (pro-rated for part time position)
- 15 paid holidays per year (pro-rated for part time position)
- Participation in the Group Insurance Benefits
- Participation in the Group RRSP (employer contribution 5%)
- A full employee assistance program
- A culture that supports continuous learning and development

What You Will Be Doing:

OVERVIEW

The programs provided by The Kidney Foundation of Canada ensure the delivery of the public benefit of the Foundation in accordance with our mission. The Programs are also a key element in establishing the



public profile of the Foundation and in developing effective relationships with our key constituents, including funders.

ROLE

The Program Coordinator handles the implementation, day to day management, and evaluation of the program portfolio in Saskatchewan. The program portfolio includes patient services, organ donation initiatives, and kidney health initiatives.

The Program Coordinator assists in developing the goals, priorities, and key strategies for the effective delivery of programs within the province, and engagement of members of the kidney community through program related activities and events.

Reports to: The Branch Executive Director. This position works closely with the Manager, Fund Development and Community Relations for the Branch as a key expert resource who will provide guidance as needed.

Major Accountabilities

- Ensures that the Saskatchewan Branch complies with its mandate to provide all nationally mandated core patient services and ensures that approved non-core patient services are provided, as appropriate, and collect data and prepare required reports.
- Provides coordination and support to the appropriate Branch Program Committees and teams in the accomplishment of the overall strategic plan for the Branch.
- Assists the Manager, Fund Development and Community Relations, in briefing key volunteers and staff spokespersons on current issues, statistics, and position statements and for providing leadership and support where necessary.
- In collaboration with the Manager, Fund Development and Community Relations in Saskatchewan, assists in the development and delivery of key messaging in the program areas within the Branch.
- Assists in promoting kidney care and organ donation and transplant programs in the province.
- Administers the Living Organ Donor Expense Reimbursement Program (LODERP) in Saskatchewan and prepares required reports.
- Responds to inquiries from the public about the Foundation's programs and services.
- Promotes the Foundation and develops and maintains relationships with community partners including the renal units and the transplant program, particularly the managers and staff.
- Together with the Executive Director and the Manager, Fund Development and Community Relations, assists in implementing integrated communications strategies in support of the Foundation's work.
- Working with the Manager, Fund Development and Community Relations and the communications team, shares in the responsibilities for providing information for Newsletters, Social Media, and Media Coordination.
- Represents Saskatchewan on the national programs team.
- Assists in developing program grant application.
- Responsible for networking in support of promoting and implementing the Foundation's programs and assists with development of new opportunities to build community awareness and engagement.



- Works closely with the Manager, Fund Development and Community Relations in engaging and recruiting the kidney community, including renal health professionals, to participate in and support the Foundation's fund development events and activities.
- Human Resources Development and Management:
- Collaborates in recruiting and providing leadership and support to the appropriate Branch program related volunteers in the accomplishment of the overall strategic plan for the Branch.

Qualifications, Skills and Experience Needed:

- A related undergraduate degree
- Related work experience
- Excellent communication skills – verbal, listening, and writing. Fluent in English.
- Effective speaking and presentation skills
- A collaborative and consensus building working style
- Valid driver's license and access to a vehicle
- Excellent Microsoft Office 365 skills
- Must be able to lift 25 lbs
- Flexibility to work some evenings and weekends as may be required occasionally.

How to apply?

Please email your resume to info.sk@kidney.ca with the subject line: Program Coordinator Position. Include a cover letter telling us why this position appeals to you and why you think you are well suited for this position. Please include your salary expectations.

This position is available immediately but will remain open until a suitable candidate has been found.

We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

More about The Foundation?

To learn more about The Foundation and explore our vision and mission, please visit our website at kidney.ca

At The Kidney Foundation of Canada, we value diversity, which helps us to understand and meet the needs of the people we serve. We also recognize the important role it plays in fostering creativity and innovation.

The Kidney Foundation of Canada welcomes and encourages applications from people from all walks of life, including diverse gender identities, Indigenous Peoples, visible and ethnic minorities, and people with disabilities. Accommodation is available confidentially upon request for candidates taking part in all aspects of the selection process.