

## ~ Program Coordinator ~

**Location:** Charlottetown, PEI

**The Organization:** The Kidney Foundation of Canada is the leading charity committed to eliminating the burden of kidney disease through:

- Funding and stimulating innovative research for prevention, better treatments, and a cure.
- Providing education and support to prevent kidney disease in those at risk and empower those with kidney disease to optimize their health status.
- Advocating for improved access to high quality healthcare.
- Increasing public awareness and commitment to advancing kidney health and organ donation.

For almost 60 years, The Kidney Foundation has been a collaborative, innovative and focused leader in the development of programs, services, research opportunities and awareness campaigns that have had a positive impact on the millions of Canadians living with, or at risk of developing kidney disease.

**Job Summary:** Reporting to the Executive Director, Atlantic Branch the Program Coordinator will develop and deliver Kidney Foundation of Canada Programs and services throughout PEI and provide advice and support in program delivery for the other Atlantic Canada Provinces. The scope of this role will be 75% dedicated to PEI Programs and 25% dedicated to Atlantic Programs.

- Responsibilities:**
1. Peer Support
    - Responds to request for the Peer support program
    - Recruit and train volunteers
    - Collaborate with patients, family members and social workers to both evaluate and promote the program
    - Develop and support virtual face-to-face peer support program in PEI
    - Liaise with key stakeholders (i.e., Nephrology programs, volunteers, patients...) to provide information and support
  2. Education Symposia
    - Work with key stakeholders and program staff locally and across country to develop and deliver a relevant symposium for kidney patients, their families and care giver



## **Position Posting**

3. Information and Referral Services
  - Respond to inquiries from people affected by kidney disease who wish to be informed of education, programs and community resources available to them
4. Develop ongoing educational programs (i.e., nutrition, prevention, how to live well with kidney disease and so on) by completing and evaluating thorough needs assessment

**Position Status:** Full Time, (35 hours a week) two-year contract with possibility of Regular Full Time

- Required Skills:**
- Post-Secondary Education and/or experience (min 3 years) in program development and delivery
  - Experience working with individuals with chronic illness; nephrology experience is an asset
  - Experience in volunteer outreach, engagement, and supervision
  - Demonstrated strength in program development and implementation
  - Demonstrated strength in developing educational programs
  - Flexibility in hours of work, including some evenings and weekends
  - Ability to work in a team environment
  - Strong commitment to collaboration
  - Knowledge of Microsoft Office, Power Point, Excel, Zoom and Teams

**Apply to:** Ed Saunders, Interim Co-Executive Director, Atlantic Branch

Please place "Program Coordinator" in the email subject line  
Applications accepted via email only to: [resume@kidney.ca](mailto:resume@kidney.ca)

All applications must contain a cover letter demonstrating your experience in the posted job requirements.

***The Kidney Foundation of Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.***

*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.*