



<b>Job Title</b>	Interim Programs Coordinator
<b>Location</b>	Fort McMurray, Alberta
<b>Position type</b>	Contract position – Full-Time February 1, 2022 until July 29, 2022
<b>Closing Date</b>	January 9, 2022
<b>Description</b>	<p>Arts Council Wood Buffalo (ACWB) is a non-profit society and charitable organization that supports the growth and success of the arts. ACWB offers programming for regional artists and arts organizations in order to build their capacity to compete and thrive. Partnership projects with other organizations also provide innovative arts programming for the wider community. Arts Council is seeking an individual to support all aspects of this programming including: planning, development, delivery, and evaluation.</p>
<b>Summary of Responsibilities</b>	<p>Reporting to the Programs Manager, the Programs Coordinator is responsible for:</p> <ul style="list-style-type: none"><li>● Assisting in the delivery of ACWB’s learning and partnership programs.</li><li>● Maintaining financial reporting relating to the programs.</li><li>● Participating in evaluations for all program areas.</li><li>● Managing the registration and participating in logistics for all ACWB programs.</li><li>● Supervising program contractors or volunteers as required.</li><li>● Participating in community engagement events and opportunities.</li><li>● Occasional evening and weekend work will be required.</li></ul>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>● Experience in program delivery, preferably in the cultural sector, is an asset.</li><li>● Knowledge of the Wood Buffalo arts community.</li><li>● Excellent interpersonal relationship and communication skills (both written and oral).</li><li>● Proficient in the use of computers (word processing, spreadsheets, etc.) and other technology.</li><li>● Sense of humour.</li></ul>

**Compensation Package**

\$25.00 per hour, full-time February 1, 2022 until July 29, 2022. (Fixed term position)

**Contact**

Please submit a cover letter and résumé by email to Luay Eljamal, Programs Manager at [luay@artscouncilwb.ca](mailto:luay@artscouncilwb.ca). Application deadline is **Sunday, January 9, 2022 at 11:59:59PM**. Please note that it is our practice to only contact those candidates who are chosen to proceed in the interview process.

ACWB is an equal opportunity employer. We celebrate and support diversity, and are committed to creating an inclusive work environment, free of employment barriers and discrimination. We welcome the unique contributions you can bring in terms of education, opinions, and culture, and all qualified applicants will receive consideration for employment without regard to race, religion, beliefs, colour, national origin, sex, sexual orientation, gender, gender identity, gender expression, age, veteran status, or status as an individual with a disability, among other things.

We also welcome LGBTQ2+, First Nations, Metis Nations, Inuit, and Multicultural groups and individuals.

Arts Council Wood Buffalo recognizes that we live, work, and create on the ancestral territories of the Dene, Nêhiyawak, and Metis Nations, and other First Nations peoples. We are all treaty people together in our collective home within the boundaries of Treaty 8. We would also like to recognize the traditional knowledge holders and Elders who are still with us today, and those who have gone before us.