



**Full time Program Coordinator (Prince George)  
(28 hours per week)**

Parent Support Services Society of BC (PSS) is a provincial non-profit organization providing support to those in a parenting role in BC. PSS also trains volunteer parenting group facilitators, develops and disseminates parenting resource material, provides community education and carries out research on emerging parenting issues.

**REQUIREMENTS:**

- Knowledge of sound parenting practices and local resources
- Minimum Bachelor's degree in social work or related discipline
- Proven experience in community development and program planning
- Strong written and verbal communication skills
- Presentation, adult education and facilitation skills
- Knowledge of the non-profit / volunteer sector
- Commitment to anti oppressive practice
- Solid technological and office management skills
- Experience in proposal writing and fund raising
- Ability to work as part of a provincial team and independently.

Must have valid drivers license and ability to travel periodically and work some evenings and weekends within a flexible schedule.

**Closing Date:** November 30, 2009. Applications will be accepted by email, fax or mail and include cover letter, resume and contact information for 3 references.

**Attention:** Carol Ross, Executive Director

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