

## **Program Coordinator**

**Location:** SMILE Office (2075 Kennedy Road, Scarborough ON, M1T 3V3)

**Employment Type:** 40 hours/week

## **SMILE Canada – Support Services**

### **About SMILE Canada:**

SMILE Canada – Support Services is a national non-profit organization that supports underserved and underrepresented children and youth with disabilities and their families.

### **About the Role:**

Are you passionate about bringing people together and making a meaningful impact? We're looking for a Program Coordinator who thrives on creativity, collaboration, and community connection. In this role, you'll lead the planning and coordination of fun, inclusive, and accessible events that support underserved families and children and youth with disabilities, from family workshops to large-scale community events.

You'll also have the exciting opportunity to engage with community organizations and stakeholders, build partnerships, and strengthen support networks that support families across the GTA.

If you're someone who loves organizing, problem-solving, and seeing the direct impact of your work, this role is for you.

### **Key Responsibilities:**

- Lead and coordinate creative, accessible, and inclusive programs and events for children, youth, and families.
- Ensure all activities reflect SMILE's values of equity, inclusion, and accessibility.
- Collaborate with the team and community partners to bring new and engaging program ideas to life.
- Track progress toward program goals, timelines, and budgets.
- Coordinate logistics, communications, and promotional materials for events and workshops.
- Maintain strong relationships with families, volunteers, staff, and community stakeholders.
- Monitor program policies, evaluate impact, and identify opportunities for growth.
- Oversee program budgets and financial transactions.
- Prepare reports, proposals, and presentations as needed.
- Attend team meetings, trainings, and community events as required.
- Perform other related duties as assigned.

**Qualifications:**

- Bachelor's degree in project management, social work, child development, or a related field (or equivalent experience).
- 2–3 years of relevant experience in program coordination, community development, or event planning.
- Experience working with individuals with disabilities and knowledge of accessibility needs.
- Excellent organizational and communication skills, with the ability to manage multiple priorities.
- Strong problem-solving skills and attention to detail.
- Proficiency with Google Workspace.
- Compassionate, adaptable, and committed to equity and inclusion.

**Skills & Attributes:**

- Creative and organized, with a talent for turning ideas into meaningful community experiences.
- Strong relationship-builder — able to engage families, volunteers, and partners with warmth and professionalism.
- Confident planner who can balance budgets, schedules, and impact goals.
- Excellent communicator with the ability to connect with diverse audiences.
- Team player who values collaboration and continuous learning.

**Hours & Compensation:**

- Full-time (40 hours per week)
- Hybrid work model
- Salary: \$43,000 – \$50,000 (commensurate with experience)

**To Apply:**

Please apply using the application link: <https://forms.gle/WcZd9JHXpxD5fbXd8>

SMILE Canada – Support Services welcomes and encourages applications from individuals of all backgrounds, including those from equity-seeking groups. If you require accommodations during the recruitment process, please let us know.