



Program Manager

About Us: Compassion House Foundation is a non-profit, charitable organization based in Edmonton that supports women from across western Canada who must leave their homes for cancer care. We operate Sorrentino's Compassion House, a haven for women who must travel to Edmonton for cancer treatment, as well as post-treatment programs focused on continued healing.

Role Summary: Reporting to the Chief Operations and Finance Officer, this role manages the organization's post-treatment programs and services, and supports the operations of Sorrentino's Compassion House by overseeing the Volunteer Program and working collaboratively with the House and Guest Services Manager to support guests during their stay.

Location: Sorrentino's Compassion House (10909 76 Ave NW, Edmonton, AB)

Key Responsibilities:

- Managing all aspects of the Compassion Network Ambassador Program, including: identifying and onboarding new Ambassadors, developing a training schedule, facilitating monthly meetings, stewarding Ambassadors and reporting on key activities throughout the year.
- Planning We Can Workshops 3-4 times per year, including: booking a facilitator, securing event space and catering, and working with the Marketing and Communications Team to promote attendance.
- Identifying partnership opportunities and collaborating with other organizations and professionals to produce content for CompassionConnects.
- Overseeing the Volunteer Program including van drivers, house volunteers and special event volunteers.
- Supporting guests of Sorrentino's Compassion House as they navigate the complex cancer support ecosystem.
- Providing support to the House and Guest Services Manager, as needed.
- Capturing photos and impactful stories to share through the organization's social media, newsletters and annual report.
- Working with the Fund Development Team to report on programs and services, as required by funders.
- Other duties, as required.



Reports to: Chief Operations and Finance Officer

Salary: \$55,000 – 65,000

Requirements:

- 1-3 years of related experience ideally in a health care environment.
- University degree in social work preferred.
- Effective communication (written and verbal) and interpersonal skills (including the ability to interact with guests, family members, community professionals and various related organizations).
- Ability to creatively plan, organize and direct the delivery of programs and services
- Microsoft Office.
- Class 5 License.
- Current First Aid/CPR Certificate an asset.

Scope: Permanent FTE (37.5 hours/week, Monday to Friday); occasional evening and weekend work may be required.

Apply: Submit your cover letter and resume at compassionhouse.org/careers by February 15, 2022.