

Program Delivery Coordinator  
Benevolent Irish Society of PEI  
582 North River Road, Charlottetown  
E-mail applications (cover letter plus CV) to  
[me\\_callaghan@bellaliant.net](mailto:me_callaghan@bellaliant.net)  
Summer temp. 14 weeks (31May-4Sep) \$15/hr 40hrs/wk

The Program Delivery Coordinator will assist with the production of weekly ceilidhs and other rental activities in the performance hall. This will include, but not be limited to, acting as the frontline contact for current and future rentals, scheduling of the activity rooms, promoting ceilidhs and other activities through traditional and social media, and setting up the venue. They will also be assisting with the circulating library and conducting research with regards to the organization's 200th anniversary in 2025.

The successful candidate will have completed a minimum of one year of post-secondary schooling and will possess at least basic skills with MSWord, Excel and Outlook and be able to learn the operation of the audio/visual equipment used in the performance hall. The individual must have good time management skills and be a self-starter as work may often be independent. They must also be able to lift moderately heavy items such as stacking chairs and folding tables.

The work schedule will involve some evenings and weekends, and will require working with a multi-generational team of volunteers.