Program Coordinator - Sun Safety Education

The Canadian Skin Cancer Foundation

Region: West or East Canada; Need Coordinators for different time zones

Type: Part-time - January to June - up to 30 hours in May and June; Training December 2026

Salary: $25 an hour

Job Description
Expansion of the Sun Safety Education Program;

- **Must** be a student enrolled in a college or university program
- Temporary Position from **January to June 2027** - will consider job sharing - if you are a student currently enrolled part-time and have time in your schedule.
- Training will occur in **December 2026** from the current coordinator -
- Main tasks: Supporting volunteers online; presenting online for school students in grades 4 to 7.

The Program Coordinator, under the direction of the Executive Director and Program Manager, is responsible for implementing the Foundation's education and awareness programs.
The Coordinator will work closely with the Program Manager to increase the organization's presence in the community and build relationships with individuals, citizen groups, and other organizations in support of CSCF's work.

Skin cancer is preventable. The education and awareness programs of the Canadian Skin Cancer Foundation will reduce the occurrence of this deadly disease. Growing our programs across Canada is critical to our success. The Program Coordinator will focus on expanding programs online and in their own communities.

Coordinator of Education and Outreach

- Start in January 2027
- $25 an hour
- 15 - 25 hours a week (negotiable)
- Access to steady wifi and a quiet room with a neutral background,
- Satisfactory performance could lead to ongoing employment.

Responsibilities and Duties
Program Delivery and Coordination

- Working with the Foundation and volunteers, the Program Coordinator is responsible for the implementation of the Sun Safety Education Program
- Communicating with teachers and volunteers to ensure the successful implementation of the educational program

- Volunteer recruitment and coordination, monitoring and troubleshooting for virtual presentations; Ongoing monitoring of volunteers;
- Expansion of the Sun Safety Education Program in your region.

Qualifications and Skills

- A student of a University/ College Program
- Knowledge of and experience in health education and awareness program delivery;
- Experience working in a not-for-profit, volunteer-driven environment;
- Highly motivated individual, able to work independently with little supervision;
- Excellent organizational, written and oral communication skills;
- Presentation skills – willing to present in front of a classroom of Grades 4 to 7;
- Detail oriented and committed to meeting deadlines;
- Outgoing Personality;Works well independently;
- Use of Google Meet and Google Slides;
- Separate space to present from.

Details

Job Type: Part-time
Salary: $25.00 /hour

How to Apply:

Please send a cover letter that talks about why you are passionate about Skin Cancer awareness and teaching elementary/middle school students how to play safe in the sun.
Make your cover letter unique - Stand out!
Resumes without cover letters will not be accepted.

Send to:

Execdir@canadianskincancerfoundation.com

Contact Details:

The Canadian Skin Cancer Foundation
Box 67178 Meadowlark RPO
Edmonton, AB, T5R 5Y3
Tel: 780-996-7239
www.canadianskincancerfoundation.com