



SENIORS COLLEGE
PRINCE EDWARD ISLAND

Provincial Coordinator

Seniors College of Prince Edward Island

Roles & Responsibilities

Position Summary

The Provincial Coordinator is responsible for the overall administration, coordination, and day-to-day operations of Seniors College of Prince Edward Island. Working closely with the Board of Directors and volunteers, the Coordinator ensures the successful delivery of high-quality, accessible programming for older adults across the province.

This is a highly collaborative, hands-on role that blends operations management, program coordination, member service, and community relationship building. The position requires flexibility, independent judgment, and regular on-site presence at classes, events, and meetings.

The Coordinator reports to the Board of Directors through the President.

Organization & Governance (15%)

Partner with the Board and Committees to ensure effective governance and smooth organizational operations.

- Implement Board directives, policies, and strategic initiatives
- Attend and support Board, Executive, Committee, and AGM meetings
- Prepare materials, coordinate logistics, and initiate follow-up actions
- Provide regular operational updates and identify emerging issues or risks
- Support committee work as requested
- Serve as a key liaison between volunteers, facilitators, venues, and the Board
- Represent Seniors College professionally within the community
- Act as an ambassador and spokesperson for the organization

Program Development & Delivery (35%)

Lead the coordination and delivery of engaging, province-wide learning programs.

- Work with the Program Committee to develop and schedule courses year-round
- Recruit, support, and communicate with facilitators
- Identify, negotiate, and secure appropriate and cost-effective venues
- Maintain the master program schedule and operational tracking systems
- Manage and update the online registration platform
- Confirm logistics with venues and facilitators each term
- Provide facilitator onboarding, tools, and ongoing support
- Assist facilitators with technology and registration processes
- Coordinate course evaluations and continuous improvement initiatives
- Support on-site programming as needed (class visits, troubleshooting, setup, special events)
- Build and maintain strong relationships with facilitators and partners

Operations & Administration (50%)

Manage the daily operations and member services of Seniors College.

- Serve as the primary point of contact for members, facilitators, and partners
- Respond to inquiries promptly and professionally
- Maintain email, voicemail, records, and communications systems
- Oversee online registration and assist members with technical support
- Troubleshoot operational issues and resolve concerns independently
- Coordinate payments to facilitators and venues in collaboration with the Treasurer
- Liaise with UPEI and community partners
- Support marketing and communications related to programming
- Maintain accurate documentation, reports, and data
- Ensure smooth execution of events and special initiatives
- Monitor workflow and identify opportunities to improve systems and efficiency

Working Conditions

- Flexible schedule required
- Regular daytime, evening, and occasional weekend commitments
- On-site presence required for programming, meetings, and events
- Periods of high activity during registration and term start-up
- Combination of remote and in-person work

Qualifications & Experience

- Post-secondary education in administration, program management, adult education, or a related field (or equivalent experience)
- 3–5+ years experience coordinating programs, events, or community services
- Strong organizational and project management skills
- Excellent interpersonal and relationship-building abilities
- Experience working with volunteers and community stakeholders
- High level of comfort with technology and online systems
- Strong written and verbal communication skills
- Ability to work independently, prioritize competing demands, and solve problems proactively
- Experience supporting older adults or community learning environments considered an asset
- Must have a valid Drivers License