



Program Coordinator (11-Month Contract, Potential Renewal)

- **Role:** Program Coordinator
- **Location:** Remote (work from anywhere in Canada)
- **Reports to:** Executive Director and Program Manager
- **Compensation:** \$20.00 - \$22/per hour, 15-20 hours per week, \$50 monthly cellphone and internet allowance

ABOUT FAST AND FEMALE

- Fast and Female is a nationwide charity on a mission to empower girls through sport, physical activity, and education. Using our evidence-based curriculum, developed by industry leaders, we aim to build the confidence and leadership skills of girls ages 8-18 through our events and programs.

ROLE OVERVIEW

- The Program Coordinator contributes to Fast and Female's operations to support its mission of empowering girls through sports, physical activity and education. The Program Coordinator's primary responsibilities will be supporting the delivery of Silver Gummy-funded programs and training for girls and sport leaders, as well as WAGE Gender-Based Violence (GBV) programming. The Program Coordinator will also provide additional support for Fast and Female events and opportunities—both in person and virtually—and assist with the organization's overall administrative operations.

KEY RESPONSIBILITIES

Programs and Events

- Assist in delivering multi-week programs funded by Silver Gummy and WAGE GBV.
- Recruit, train, and manage independent contractors and volunteers for program delivery.
- Collaborate with the Communications team on outreach and recruitment of partners and participants.
- Oversee the logistics, digital tools, and data collection (e.g., surveys, participant metrics) of the programs.
- Provide onsite or virtual support during program delivery, including facilitation and logistics.



Administrative Support

- Manage organizational email accounts and Google Drive resources.
 - Support grant, donor, and sponsor report creation.
 - Other duties as assigned.
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QUALIFICATIONS

- Experience in program delivery.
- Strong communication, leadership, and interpersonal skills.
- Proficiency in tools like Google Drive, Excel, Eventbrite, and MailChimp.
- Ability to manage and analyze data and work independently.
- Technologically savvy (e.g., Zoom webinars).
- A mental health, psychology, or safe sport training background is an asset.

WORK STYLE

- Independent and proactive leader.
- Detail-oriented, reliable, and adaptable.
- Positive attitude with a collaborative approach.

TOOLS OWNED BY EMPLOYEE

- Laptop Computer
- Cell Phone
- Access to wifi

WORK ARRANGEMENT

- Location: a blend of remote and in-person needs.
- A commitment of up to 20 hours per week – flexible hours set by the Executive Director
- 11-month contract, with the possibility of renewal based on performance and organizational needs. The preferred start date is February 3, 2025

COMPENSATION

- \$20.00 - \$22/per hour
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Application deadline: January 19, 11:59 pm ET. Apply by [clicking here](#).

If you have any questions or require accommodations to apply, please e-mail us at info@fastandfemale.com