



100 - 1995 Olympic Way  
Canmore, Alberta T1W 2T6  
[fastandfemale.com](http://fastandfemale.com)  
[@fastandfemale](https://www.instagram.com/fastandfemale)

## We're Hiring a Program Manager!

- Role: Program Manager
- Location: Remote (work from anywhere in Canada), with a preference for those based in Calgary, AB
- Reports to: Executive Director
- Compensation: \$50,000 - \$60,000 annually + health spending account

### 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 Manager oversees the development and delivery of Fast and Female's programs and events across Canada. This includes in-person and virtual initiatives for girls (ages 5-13), Leaders in Training (ages 14-20), and Role Models (21+). The role also involves managing staff, contractors, and key initiatives like the Youth Advisory Council and REAL Role Model Program.

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## KEY RESPONSIBILITIES

### PROGRAMS AND EVENTS

- Develop and deliver programs/events with the Programs Team.
- Manage logistics, budgets, and data collection (e.g., surveys, participant metrics).
- Collaborate on program communications, registration, and reporting.
- Support research, metrics tracking, and grant-related tasks.

### STAFF MANAGEMENT

- Recruit, train, and manage part-time staff and contractors.
- Ensure contractor deliverables are met and oversee invoicing.
- Lead yearly evaluations for Program Coordinators.

### YOUTH ADVISORY COUNCIL & REAL ROLE MODEL PROGRAM

- Oversee recruitment, retention, and engagement of participants within both programs.
- Build and maintain relationships with participants and Role Models.
- Align program goals with organizational objectives.



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## ADMINISTRATIVE TASKS

- Maintain program-related tools, policies, and resources.
  - Assist with grant applications and donor reports.
  - Manage email communications and operations support.
  - Other duties as assigned.
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## QUALIFICATIONS

- Experience in program and event management.
- Strong communication, leadership, and interpersonal skills.
- Proficiency in tools like Google Drive, Excel, Eventbrite, and MailChimp.
- Ability to manage budgets, analyze data, and work independently.
- Technologically savvy (e.g., Zoom webinars).
- An academic background in sport, kinesiology, and/or recreation 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

## COMMITMENT

- 30-37.5 hours/week with occasional evening/weekend work.
- This is a remote position open to candidates across Canada, with a preference for those based in Calgary, Alberta. Travel for events/programs as needed.

## COMPENSATION

- \$50,000 - \$60,000 yearly salary
- 3 weeks vacation + min. 1 week off between December 24 - January 1
- \$500 employee benefit allowance plan, \$100 monthly cellphone and internet allowance

**Submit your application [by clicking here](#).**  
**Deadline to apply: January 12, 11:59 pm ET.**

December 2024