



Peer Coordinator Support

Reports to: Director of Programs and Services and Peer Coordinators

Department: Peer Services

Location:

Calgary (8 weeks/35 hours a week)

Edmonton (12 weeks/35 hours a week)

Date Created/Updated: 2025-05

About the Opportunity:

Are you a student passionate about inclusive communities, peer support, and event planning? We are seeking a motivated Peer Coordinator Support to join our team through a youth employment initiative. This grant-funded position is designed to provide meaningful work experience in the non-profit sector while building your skills in community outreach, project planning, and peer engagement

Eligibility (Grant Requirement):

- Must be between the ages of 15 and 30.
- Must be able to fulfil the hours expectation by August 31, 2025

Key Responsibilities & Expectations:

Program and Peer Support:

- Promote and help coordinate our Peer and Mentorship Program.
- Support the planning and delivery of community events (e.g. summer BBQs, peer gatherings).
- Assist in preparing a monthly peer newsletter.
- Help identify and research relevant community resources to support client needs.

Volunteer and Administrative Support:

- Contribute to the development of a volunteer handbook by researching content and best practices.
- Assist with scheduling, social media planning, and event calendar development.
- Track peer and volunteer engagement through appropriate databases while maintaining confidentiality.

Community Engagement:

- Participate in outreach activities and community networking events.
- Support sponsorship outreach efforts in collaboration with program staff.

Team Collaboration:

- Work cross-functionally with staff in various departments to support broader program goals.
- Represent the organization with professionalism, positivity, and commitment to inclusive values.

Qualifications:

Education & Experience:

- Currently enrolled in high school, college, or university.
- Interest in or experience with disability advocacy, peer programming, or volunteer engagement.
- Experience in event planning, community outreach, or social media content creation is an asset.

**Skills & Competencies:**

- Strong verbal and written communication skills.
- Proficient with Microsoft Office (Word, Excel, Outlook); familiarity with social media platforms.
- Excellent organizational and time management skills.
- Comfortable working independently in a hybrid (remote/in-office) setting.
- Committed to learning and adapting in a supportive, team-oriented environment.

Mental & Social Requirements:

- Strong interpersonal and problem-solving abilities.
- Comfortable engaging with clients and external partners.
- Able to maintain confidentiality and exercise discretion in handling sensitive information.

Physical Requirements:

- Able to work in an office setting (sitting or standing) for 8 hours
- Available to lead occasional special events which may include longer hours (up to 10 hours)
- Flexible working hours depending on time and location of peer events.

General Expectations:

- Conducts all day-to-day activities in accordance with SCI-AB's vision and values.
- Reviews and adheres to SCI-AB's human resource policies and procedures.
- Adheres to high standards of ethical practice and confidentiality.
- Participates as a professional, positive, and supporting team member.
- Experience working in the non-profit sector an asset.

Why Apply?

- Gain real-world, paid experience in the non-profit and disability support sectors.
- Build your confidence in leadership, collaboration, and outreach.
- Enjoy a flexible, hybrid work schedule.
- Work with a passionate, inclusive, and supportive team.

To Apply:

Send your resume and a brief cover letter to calgary@sci-ab.ca by May 31, 2025. Only those selected for interviews will be contacted.