

Atlantic
Summer
Institute
on Healthy
and Safe
Communities



l'Institut
d'été sur les
collectivités
sûres et en
santé au
Canada atlantique

www.asi-iea.ca

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Job Description: ASI 2026 Program Coordinator

We are looking for a motivated candidate with experience in program management, event planning, communications, and fundraising, who cares about equity, inclusion and mental health, to join the ASI Management Team. This is a 9-month part time contract position with potential for extension.

Position Summary: ASI 2026 Program Coordinator

Responsible for overseeing the planning, execution, and evaluation of ASI's 2026 summer forum (ASI 2026), ensuring the program elements align with the ASI mission, values and theme. This role involves coordination, communication, and logistical management to deliver an impactful program and foster a welcoming learning community. ASI 2026, scheduled for August 2026 and hosted in Charlottetown, PEI offers several programmatic elements which will require coordination.

Key Responsibilities:

- **Program Development & Implementation:** Develop ASI 2026 Program in collaboration with Program Planning Committee, manage specific program activities, ensuring goals and objectives are met; Support the Youth Leadership Program and Children's Program development & logistics.
- **Logistics & Operations:** Book speakers, manage venue logistics and onsite operations; Coordinate workshops within a schedule; Collaborate on menu planning with the venue and external vendors; manage program supplies and inventory.
- **Budget Management:** Assist in budget development, track expenses, ensure cost-effectiveness, and support grant applications.
- **Stakeholder Communication:** Liaise with staff, volunteers, community partners, program participants, and external stakeholders;
- **Volunteer/Staff Support and Team Building:** Manage an event team with assigned roles and responsibilities; Recruit, train, schedule, and motivate program staff and volunteers to work together as a team; resolve conflicts should they arise.
- **Outreach & Marketing:** Collaborate with ASI Communications Committee, in promotional efforts, conducting outreach, delegate communications and building community relationships.
- **Monitoring & Reporting:** Oversee and track registrations, analyze feedback for targeted marketing, track program progress, and prepare status reports for management.
- **Fundraising Support:** Assist with grant writing, donor engagement, and identifying funding opportunities.

Reporting Relationship: Accountable to the ASI Board of Directors, reporting directly to Patsy Beattie-Huggan, ASI Coordinator

Qualifications:

- Completion of Post-secondary education in a relevant field (Public Health, Health Promotion, Community Development, Non-Profit Management, Social Work) or equivalent experience.
- Proven experience in program coordination, project management, planning events or a related role, preferably in the non-profit sector.
- Strong organizational, communication, and interpersonal skills.
- Ability to manage budgets, analyze data, and work collaboratively.
- Experience in previous ASI Programs and fluency in both official languages are assets.

Contract: \$18,750.00 (PT January – September 2026, (approximately 15 hours per week). Hours are flexible with increased time required in the month of August. The work will be on location in Charlottetown, PEI.

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Context:

The Atlantic Summer Institute on Healthy and Safe Communities (ASI) is a not-for-profit organization with a mission to serve as a catalyst for social change, ultimately resulting in more inclusive and sustainable Atlantic Canadian communities. Annually, ASI hosts events which bring together innovators and organizations which strive for social change through public policy and community action. This includes people working in social development, justice, education, health promotion, community safety, and disease and injury prevention, who share knowledge, learn, and develop skills for creating and maintaining healthy and safe communities. ASI has been hosting summer programs since 2004 in Charlottetown, PEI and is supportive of both official languages. A Youth Leadership Program is an integral component of each ASI program, as is a children's program, as we work to hear the voices of youth and enhance their capacity as leaders. ASI was incorporated on PEI in 2008 and is guided by a Board of Directors. Patsy Beattie-Huggan serves as the ASI Coordinator.

Organizational support includes:

- Supervision and mentorship
- Overall program administration and advisory support.
- Sharing ASI's organizational culture, templates, and workplans.
- Design of the Youth Leadership Program and Children's Program.
- Management of accounting, payment of expenses, and fundraising with longstanding sponsors.
- Oversight of branding, venue selection, and registration systems.

Competition Open: December 16, 2016 – January 16, 2026

To apply send a resume and letter of application to Patsy Beattie-Huggan – patsy@thequaich.pe.ca