



Two Hills Adult Learning Council

Box 1065, Two Hills, AB, T0B 4K0
(780)208-3754

www.TwoHillsAlc.com

Employment Opportunity

Two Hills Adult Learning Council Program Coordinator

Join Our Team! Full-Time Program Coordinator – Two Hills Adult Learning Council

The Two Hills Adult Learning Council (ALC) is currently seeking a motivated and organized Full-Time Program Coordinator to join our team. In this dynamic role, you will work closely with the Executive Director to plan, coordinate, promote, and deliver a variety of adult learning programs, events, and initiatives.

As Program Coordinator, you will also play a key role in supporting learners by identifying and reducing barriers to participation, helping ensure accessible and inclusive opportunities for all.

What We Offer:

- A meaningful opportunity to support adult education and lifelong learning in our community
- A diverse and welcoming work environment
- Ongoing professional development, including in-house training, certifications, and career advancement opportunities

If you're passionate about community learning, enjoy working with people from all walks of life, and want to make a real impact, we'd love to hear from you!

.Qualifications:

- Minimum Grade 12 education or 3 years experience working with client demographics.
- Excellent time management, planning and organizational skills.
- Good oral and written communication skills.
- Working knowledge of computers and Microsoft 365 an asset.
- Ability to speak, write and translate Low German an asset.
- Valid Class 5 Alberta Motor Vehicle Operators License as travel will be required.
- A Criminal Record Check including Vulnerable Sector Search will be required.

A detailed job description is available upon request. Position requires 37.5 hours per week, with some evening and weekend work.

Submit resume by email, mail or dropping them off at the office by April 25th, 2025 to:

Executive Director
Two Hills Adult Learning Council
Phone: 780-208-3754
Office Address: 4712-50th Street, Two Hills, AB
Mailing Address: Box 1065, Two Hills, AB, T0B 4K0
Email: admin@twohillsalc.com

Only those selected for an interview will be notified.