

Coordinator, Alberta Disabilities Forum

The Voice of Albertans with Disabilities is looking for a highly skilled individual to Coordinate the activities of the Alberta Disabilities Forum (a coalition of non-profit organizations in the disability community). This position is responsible for coordinating the work of the Forum and its working groups, as well for as providing high level assistance to the Executive Director. Necessary skills include the ability to conduct research, analyse data, prepare written reports and positions papers, and document meeting discussions. You will possess strong communication skills, both written and verbal, essential in shaping a consistent message for members of the disability community, like-minded organizations, media, elected officials and the public at large.

You will bring knowledge of government relations and political processes and have the ability to work in a confidential and responsible environment, while meeting tight timelines.

The successful candidate will be committed to a consumer-directed philosophy in addressing the concerns of people with disabilities and can present the perspective of the person with the disability in all written materials produced. An undergraduate degree as a minimum is required, previous work with volunteers would be an asset.

This position is based in Edmonton. Drivers License a must, as some travel may be required from time to time. Please send your resume to vad@vadsociety.ca indicating salary expectations, no later than December 5, 2016. Only those individuals selected for an interview will be contacted.