

## Education Coordinator

Caregivers Nova Scotia Association ([www.CaregiversNS.org](http://www.CaregiversNS.org)) is a non-profit organization providing information and support to individuals who give unpaid care to family members and friends. Our administrative office is in Halifax with Support Coordinators working from their homes throughout the province. We are recruiting for an Education Coordinator who will work remotely, with some office days as needed. This is a full-time 1-year contract position to begin immediately.

### Primary Duties

- Develops educational tools and content for caregivers.
- Creates, supports and maintains a past caregiver advisory group to advise on CNS education.
- Works with CNS team and caregivers to develop new educational content.
- Creates resources such as handouts, leaflets, posters, guides, workbooks, and other CNS publications to support education and training tools.
- Writes articles for newsletter.
- Develops tools for delivering educational content on website.
- Completes quantitative and qualitative monthly statistical reports in a timely manner.
- Answers phone calls and relays requests to appropriate staff.
- Other duties as required.

### Employment Requirements

- Ability to maintain confidentiality of caregivers and organization.
- High level of empathy and compassion with an approachable and friendly personality
- Effective oral and written communication skills
- Proficient skills in Canva, You Tube, and/or other video editing software
- Proficient computer skills (email, internet, MS Office suite, Google docs, etc.)
- Ability to work independently and as a team member.

Lived experience as a family/friend caregiver is considered an asset. Proficient in a second language an asset.

To apply, please submit a current resume with a cover letter outlining your relevant experience by email only to [Director@CaregiversNS.org](mailto:Director@CaregiversNS.org) by **Monday, May 20<sup>th</sup>, 2024**. Please be sure to include the phrase "Education Coordinator" in the subject line.

Caregivers Nova Scotia Association is an equal opportunity employer and is committed to creating a workforce that reflects the communities that we serve. We encourage applications from diverse communities. Individuals representing these diverse communities who wish to apply are invited to self-identify in your cover letter if you so choose.

Although we appreciate the interest shown by all applicants, only those who are selected for an interview will be contacted.

**No phone calls please.**