



265 East 400 South | Box 291 | Raymond | Alberta | T0K 2S0 | 403 752-4585 | www.heartlandsupport.ca

Safety Smarts Program Coordinator

Heartland Training & Support Hub

Location: Raymond, Alberta & Area (Hybrid: Remote with Travel)

Position Type: Part-Time

Compensation: \$2,400/month (approx. 20 hrs/week)

About Us

Heartland Training & Support Hub (formerly the Farm Safety Centre) is a nonprofit organization dedicated to improving the health, safety, and wellbeing of rural Albertans.

Our flagship Safety Smarts program has been delivered consistently since 1998 and now reaches approximately 50,000 rural elementary students each year across Alberta. Our work is practical, community-driven, and focused on making a real impact.

Position Overview

We are seeking a highly organized and self-motivated Safety Smarts Program Coordinator to manage the day-to-day delivery of our program across Alberta.

This role offers a high degree of flexibility and autonomy. While much of the work can be done remotely, the successful candidate must be based within the Raymond and surrounding area and available to work from the office periodically.

The Coordinator will work closely with the Executive Director and a team of regional instructors to ensure smooth program delivery, strong communication, and accurate reporting.

Key Responsibilities

- Coordinate scheduling and delivery of Safety Smarts presentations across Alberta
- Maintain school bookings, calendars, and program logistics
- Support, train, and communicate regularly with regional instructors
- Conduct occasional observation visits and provide feedback
- Track program delivery, costs, and key metrics
- Maintain accurate records (Salesforce, Excel, and internal systems)
- Prepare monthly summaries and annual reports for leadership and funders
- Verify instructor submissions (hours, mileage, invoices)
- Manage program materials, supplies, and inventory
- Attend quarterly board meetings and provide program updates
- Identify opportunities to improve program delivery and efficiency

Qualifications & Experience

- Experience in program coordination, administration, or operations
- Strong organizational skills and ability to manage multiple priorities independently
- Confident communicator (phone, email, Zoom, Teams)
- Proficient in Microsoft Office (Excel, Word, Outlook, PowerPoint, OneDrive)
- Experience using Salesforce or a similar CRM system
- Valid driver's license and willingness to travel within Alberta

Assets:

- Background in agriculture or rural communities
- Experience working with schools or youth programs
- Nonprofit or grant-funded program experience

Work Structure & Expectations

- Approximately 20 hours per week (80 hours/month average)
- Flexible scheduling, including some evening or weekend work if preferred
- Some tasks must be completed during regular business hours
- Combination of remote work, local office work (Raymond), and occasional travel

This role requires someone who can take ownership of the program and operate with minimal day-to-day supervision.

Compensation

- \$2,400/month flat rate
- Structured to provide consistency and flexibility
- Opportunity for growth in responsibility and compensation over time

Growth Opportunity

For the right candidate, this role has the potential to expand in scope and responsibility, including the potential to grow into a senior leadership role within the organization.

How to Apply

Please submit your resume and a brief cover letter to Jordan at: j.jensen@heartlandsupport.ca

Jordan Jensen | Executive Director

[Heartland Training & Support Hub](#) (Formerly: Farm Safety Centre)

Office: 403.752.4585

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