



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

InterGen Tech Connect Project Coordinator (Contract, Part-Time)

Organization: Heartland Training & Support Hub (HTSH)

Location: Raymond, Alberta and surrounding rural communities

Contract Term: 12 months (May 2026 – April 2027), with potential extension (3–6 months)

Compensation: Approximately \$24,000 total (\$2,000/month)

Hours: Approximately 15-20 hours per week (*flexible, includes some daytime, evenings and occasional weekends*)

About the Program

InterGen Tech Connect is a pilot program designed to improve digital literacy, independence, and social connection among seniors in Raymond and surrounding rural communities.

The program delivers hands-on technology support directly within community settings, including seniors' housing facilities and community centres. Through small-group sessions and individualized support, participants will build practical skills in areas such as smartphone and tablet use, digital communication, online safety and scam awareness, video calling, accessing online services such as banking or healthcare, and other everyday technology tools that support independent living.

The program also incorporates youth mentors and community volunteers to foster meaningful intergenerational connections and strengthen community engagement. Additional details on potential program topics and delivery themes can be found in **Schedule A: Program Topics and Curriculum Areas**.

Position Overview

The Project Coordinator is responsible for the day-to-day coordination and delivery of the InterGen Tech Connect pilot.

This is a hands-on, community-based role focused on delivering scheduled sessions at partner sites, supporting participants, and maintaining consistent program delivery. The Coordinator will work closely with the Executive Director, who will provide curriculum guidance, technical support, and overall program oversight.

This role is best suited for someone who is organized, reliable, and comfortable working independently.

Program Delivery Approach

The program is delivered through scheduled, on-site sessions at seniors' housing facilities, community centres, and partner locations. Sessions are small-group, interactive, and focused on practical, real-life technology needs, with flexibility to adapt based on participant interests and skill levels.

Key Responsibilities

Program Delivery and Coordination

- Coordinate and deliver scheduled sessions at partner sites (e.g., seniors' residences, community centres)
 - Facilitate small-group workshops and provide individualized support within sessions
 - Maintain a consistent weekly delivery schedule across 2–3 locations
 - Ensure sessions are organized, welcoming, and aligned with program goals
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Volunteer and Mentor Coordination

- Recruit, schedule, and support youth mentors and community volunteers
 - Assist with basic onboarding and guidance for volunteers
 - Foster a positive, respectful, and supportive environment for intergenerational interaction
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Participant Engagement

- Coordinate participant registration and communication in collaboration with partner sites
 - Support seniors in accessing sessions and engaging comfortably
 - Adapt session topics based on common needs and feedback
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Community Partnerships and Outreach

- Work closely with local partners such as seniors' facilities, the Seniors Association, and the library
 - Support outreach and awareness within the community
 - Help maintain strong relationships with partner organizations
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Program Tracking and Reporting Support

- Track attendance and participation across all sessions
 - Maintain organized records of activities and engagement
 - Provide brief monthly updates and submit invoices with supporting documentation
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Participant Feedback and Continuous Improvement

- Gather informal and structured feedback from participants during and after sessions
 - Track participant experiences, challenges, and common support needs
 - Maintain simple records of feedback, observations, and suggested improvements
 - Provide regular summaries and insights to the Executive Director to support program evaluation and reporting
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Program Delivery Expectations

Over the course of the contract, the Project Coordinator will support:

- Delivery of regular scheduled sessions across 2–3 community sites
- Approximately 30–50 total sessions annually (including small-group learning sessions and scheduled hands-on support sessions)
- Engagement of approximately 120–180 participants, including seniors, volunteers, and community participants

Final targets may be adjusted based on program demand, partner site availability, and overall program development.

Qualifications

Required

- Strong organizational and time management skills
 - Ability to work independently and manage a flexible schedule
 - Strong interpersonal and communication skills
 - Comfortable working with seniors in a patient and respectful manner
 - Basic proficiency with smartphones, tablets, and common digital tools
 - Valid driver's license and ability to travel locally
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Preferred

- Experience in community programming, education, or facilitation
 - Experience working with volunteers or youth
 - Familiarity with rural communities and local networks
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Additional Details

- This is a contract position, not an employee role
 - Work hours are flexible but must align with scheduled sessions
 - Most work will take place on-site within the community, not in an office setting
 - Contractor will submit a monthly invoice for payment
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How to Apply

Please submit your resume and a brief cover letter outlining your interest and relevant experience to:

Jordan Jensen | Executive Director

[Heartland Training & Support Hub](#)

Email: j.jensen@heartlandsupport.ca

Applications will be reviewed on a rolling basis until the position is filled.

***Preference will be given to candidates based in Raymond or surrounding rural communities.