



Program Specialist (36 Months)

Location: Alberta (Remote/Hybrid, with some travel)

Full-time, 36-month contract (35 hours/week)

Salary: \$55,650 - \$61,354

About Rural Development Network (RDN)

Rural Development Network (RDN) works alongside rural, remote, and Indigenous communities to co-design practical, community-driven solutions. We focus on turning data, local knowledge, and lived experience into action, supporting long-term, systems-level change.

The Opportunity

We're looking for a **Program Specialist** to support the delivery of two key initiatives:

- **Alberta Age-Friendly Program** – supports communities in promoting healthy, active aging by improving accessibility, social participation, and services for seniors to live independently and stay connected (primary focus).
- **Reaching Home (Rural & Remote Alberta)** – a cornerstone of RDN's work addressing homelessness in rural, remote, and Indigenous communities.

What You'll Do

1. Program Coordination & Oversight Alberta Age-Friendly Program (Primary Focus)

- Based on the Government of Alberta's existing information and resources on creating an age-friendly initiative, develop a baseline age-friendly framework.
- Coordinate program delivery, ensuring alignment with provincial requirements and internal standards
- Maintain clear documentation, tools, and processes for community partners
- Track timelines, deliverables, and reporting requirements

2. Reaching Home Program Support

- Support administration of federal funding processes and requirements
- Assist with Calls for Proposals (CFPs), including materials, coordination, and information sessions
- Maintain program documentation, guides, and training resources
- Ensure timely submission and reconciliation of reports and claims

3. Community & Partner Relations

- Act as a primary contact for funded organizations and partners through Alberta Age-Friendly and Reaching Home programs.
- Provide clear guidance on eligibility, reporting, and compliance requirements



- Work with partners to complete reporting and funding reconciliation
- Share program information through networks and communities of practice

4. Capacity Building & Continuous Improvement

- Develop tools and resources that support communities in meeting program requirements
- Contribute to evaluation tools, reporting processes, and quality assurance
- Identify opportunities to improve internal systems and workflows

What You Bring

3–5 years of experience in:

- Program coordination or administration
- Grant or funding administration and/or program delivery
- Community development, community engagement, or social services
- Strong organizational skills and attention to detail
- Experience managing multiple deadlines and tracking deliverables
- Ability to build and maintain relationships with diverse partners
- Clear and professional communication skills
- Comfort working within shared systems (e.g., Microsoft 365, SharePoint, Google Workspace)
- Valid drivers license

Assets:

- Experience working with rural, remote, or Indigenous communities
- Familiarity with provincial or federal funding programs
- Experience in seniors programming, homelessness, or affordable housing
- Understanding of equity, inclusion, and culturally responsive approaches

Working Conditions

Primarily remote, with occasional in-person meetings and events

Travel required for community engagement, conferences, and program delivery

How to Apply

Submit your resume and a brief cover letter outlining your relevant experience and interest in the role to: careers@ruraldevelopment.ca

Eligibility to Work in Canada

We welcome applications from candidates eligible to work in Canada. If you are not a citizen or permanent resident, please review your visa to confirm eligibility.

Equal Opportunity & Accessibility

RDN is committed to building an inclusive and diverse workforce and encourages applications from equity-seeking groups.

Accommodations are available throughout the recruitment process upon request.