



Program Coordinator

Location: Waterloo – in office with some work-from-home flexibility (remote is not an option)

Reports to: Director of Admissions

Organization: Shad Canada

Type: Full-time, Permanent

Salary: \$50,000 - \$60,000

Come work with us! We are looking for a Program Coordinator who has demonstrated a record of operational excellence, a passion for youth and STEAM, and exceptional communication and organizational skills.

As Canada's leading STEAM and Entrepreneurship-based program for high school students, Shad Canada is looking to hire a Program Coordinator to add to our growing team. Based in Waterloo, this full-time position will provide support to our National Program and Admissions teams.

About Us

Shad Canada is a national non-profit that empowers exceptional high school students to unlock their full potential through immersive STEAM and entrepreneurship programming. We have over four decades of success delivering life-changing and transformational programs to over 27,000 alumni with our 25 post-secondary campus partners and counting. Our programs are known for finding remarkable students, with varying life experiences, who are engaged and passionate about making a difference in their communities and beyond.

About the Role

You will support operational effectiveness throughout the application and registration cycle, assist with the coordination of events and program initiatives, and maintain data and analytics to support reporting and program needs.

Specific responsibilities will include:

- Serve as a primary point of contact for application, registration, and general inquiries for all Shad programs, providing exceptional service and guidance throughout the participant journey.
- Provide oral and written information regarding policies and procedures and maintain a summary of communications.
- Develop and prepare reports and analytics for various departments at Shad
- Maintain accurate applicant and participant records.
- Assist with the processing of applications determining admission, scholarship and bursary eligibility. Provide administrative support and coordination for program events and initiatives.
- Support for-credit recognition requests for students in participating provinces
- Assist with setup and implementation of a new participant focused software solution

You Will Bring:

- 3-5 years administrative support and data collection experience
- Excellent human relations, organizational, problem solving, and communication (oral and written) skills.
- Ability to support participants and respond to inquiries in both English and French
- Demonstrated ability to maintain multiple tasks involving shifting deadlines and priorities.
- Excellent data entry skills and proven aptitude for attention to detail.
- Demonstrated experience in data collection, design, and drafting of analytical reports.
- Experience in admissions, enrollment management, or related fields is an asset.

For most of the year, this role will have regular business hours (37.5 per week). There are times within the year – specifically during the application cycle and programming within July - where this role may require additional flexibility to support the application cycle and delivery of Shad's summer programs.

Why Join Shad Canada:

- Be part of a mission-driven team shaping Canada's next generation of leaders.
- Competitive compensation and benefits package.
- Collaborative, innovative, and values-based work environment.

Shad Canada values the diverse and intersecting identities of its participant and team members. We believe that equity and diversity is an integral part of the Shad community and are committed to accessibility for all. We look for applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women and/or 2SLGBTQ+. All qualified candidates are encouraged to apply.

Interested applicants should apply to hire@shad.ca by **September 30, 2026**.

Please include a cover letter along with your CV and the position title in your email subject line.

We thank all applicants for their interest in the position, but only those selected for an interview will be contacted.

