

Employment Opportunity

Job Title: Program Coordinator, Community Cycling Program	Date Posted: July 22, 2026	Reports to: Director, Community Development
Job Posting # PC-CCP-012/2026-27	Date Closed: July 31, 2026	

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community-based not-for-profit, charitable organization. PCHS has been fulfilling the needs of diverse populations for 36 years by providing services in the areas of addictions, mental health, geriatric care, health promotion, domestic violence, parenting, settlement, and services for women, children, and youth. PCHS has several research studies to its credit and is recognized as an innovative organization for community development, as well as for its Integrated Holistic Service Delivery Model. PCHS is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) International and Imagine Canada.

Why Work at PCHS:

- 3 weeks' paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service (pro-rated)
- 7 days' paid Personal Time on pro-rated basis
- Comprehensive Benefits, as applicable
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Free on-site parking
- Hybrid work model (conditional on nature of services and funding agreements)

About Position:

The Program Coordinator is responsible for supporting the strategic planning, implementation, and daily operations of the Bike Hub, BikeWrx, Pedalwise, and Bike Library programs within the Region of Peel, primarily in Brampton and Caledon. Reporting to the Director, Community Development, this role supports the objectives of the Community Cycling Program (CCP) by fostering a culture of active transportation, building community engagement through cycling, and ensuring efficient, inclusive service delivery.

The position requires local travel within Brampton and/or Caledon on bikes/or by car.

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*Note: This is a leave coverage contract. Contract begins mid-August 2026, and ends mid-August, 2027. Duration is 12 months and contingent on employee returning from leave.

Qualifications, Experience and Skills:

- Proven experience managing community-based programs, ideally in cycling, active transportation, or environmental sustainability.
- Strong leadership, organizational, and project management skills.
- Excellent communication and interpersonal skills.
- Experience managing budgets, reporting to stakeholders, and overseeing contracts.
- Proficient with digital tools (e.g., Google Suite, Calendly, spreadsheets, social media).
- Ability to analyze data and create informative reports and infographics.
- Knowledge of bicycle repair, cycling education, and safety protocols an asset.
- First aid certification and knowledge of health & safety regulations

Requirements:

- Possess a valid Ontario Driver's License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are encouraged

Key Responsibilities:

- Coordinate recruitment, training of mentors and volunteers, for BikeWrx and Pedalwise.
- Plan and deliver cycling mentorship, repair workshops, and community events.
- Manage program schedules and bookings
- Develop outreach strategies to boost participation and enhance community engagement.
- Create and distribute promotional and educational materials.
- Ensure stakeholder approval for all public-facing content.
- Hub & Library Management including tracking program KPIs and maintain accurate membership records.
- Ensure compliance with all legal and funding requirements.
- Manage bicycle donations and library inventory.
- Oversee operations at Different Spokes and other specified program locations/ pop-ups.
- Maintain tools and parts inventory.
- Identify new locations and enforce health and safety protocols.
- Act as liaison with the Region of Peel and other partners.
- Prepare reports, infographics, and summaries.
- Represent the program at meetings, events, and conferences.
- Support grant applications and reporting as required by the program
- Coordinate and support with program budgets, purchases, and expense tracking.

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- Support with processing invoices and maintain accurate financial records and statistics as required by the program.
- Draft contracts and coordinate schedules for service providers.
- Train, support, and oversee volunteers and subcontractors.
- Lead member and community communications via email, events, and social media.
- Produce and submit program reports and support downtown activation initiatives.
- Ensure program compliance with OHSA and organizational safety protocols.
- Other related duties as assigned

Hours: Part Time, 33 hours per week
(Some evenings and weekends work is required)

Annual Salary Range: \$52,000-\$55,000
Salary will be pro-rated based on 33 hours per week.

Position to commence: August 2026

Please submit resume to the Hiring Committee at hr@pchs4u.com.

Please add **Job Posting # PC-CCP-012/2026-27** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

Equity, Diversity, Inclusion Statement: *PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at hr@pchs4u.com*

Use of AI: *We use an applicant tracking system (ATS) to organize applications and improve efficiency. Every application is comprehensively reviewed by our recruitment team to ensure a thorough assessment of your experience, skills, and potential. AI is not used to make hiring decisions.*

Disclaimer: *PCHS only posts jobs on verified platforms and **never** requires candidates to pay fees. To apply safely, please send your resume directly to hr@pchs4u.com. Do not submit personal information through any other website or link.*