



Seniors Program Manager

JOB DESCRIPTION

Purpose

The **Seniors Program Manager** plays a key leadership role in advancing the well-being, independence, and inclusion of seniors across the Lower Sunshine Coast. Rooted in a community development approach, this position leads senior-focused initiatives, facilitates multi-sector collaboration, and supports a small team of staff delivering high-impact programs.

Working closely with the **Seniors Planning Table (SPT)** Steering Committee and the Resource Centre's Executive Director, the Program Manager coordinates local responses to priority issues such as housing, transportation, caregiving, and social isolation. They also supervise the Seniors Community Connector and Family Caregiver Coordinator programs, while cultivating funder relationships, preparing reports, and identifying new funding opportunities to support sustainability and innovation.

The role blends **strategic oversight, relationship-building, staff supervision, and community engagement**, with a strong focus on collaborative leadership and systems-level impact.

This is a **part-time position** with opportunities to grow as programs evolve.

Reports to: Executive Director

Key Responsibilities

Program Leadership & Development

- Provide strategic leadership and operational oversight for senior-focused initiatives.
- Ensure delivery of inclusive, relevant, and high-quality programs supporting older adults and caregivers.
- Lead continuous improvement, data tracking, and evaluation across programs.
- Work collaboratively with the Executive Director to expand or adapt programming based on emerging needs and community voice.

Staff Supervision & Team Leadership

- Supervise the Seniors Community Connector and Family Caregiver Coordinator roles, providing mentorship, guidance, and regular check-ins.
- Lead recruitment, onboarding, and performance feedback as needed.
- Foster a supportive, inclusive team culture that aligns with organizational values.
- Coordinate internal communication with other Resource Centre staff to ensure alignment and shared learning.

Seniors Planning Table (SPT) & Community Development

- Plan and facilitate quarterly Seniors Planning Table meetings and support the work of the SPT Steering Committee.
- Build and maintain partnerships with local governments, nonprofits, Indigenous partners, health providers, and other stakeholders.
- Promote cross-sector collaboration to address systemic barriers and gaps impacting seniors' quality of life.
- Apply a community development lens to all initiatives, with attention to inclusion, social determinants of health, and accessibility.

Fund Development & Funder Relations

- Identify funding opportunities aligned with program goals and community priorities.
- Write or contribute to 3–4 grant applications per year in collaboration with the ED and partners.
- Develop and maintain relationships with funders; prepare reports that demonstrate impact and accountability.
- Track and report on program outcomes and budgets in alignment with grant agreements.

Communications & Community Engagement

- Develop and distribute a monthly newsletter using Mailchimp, sharing resources, updates, and opportunities with the senior-serving sector and broader community.
- Update and maintain relevant program content on the Resource Centre website and other communications channels.
- Represent the Resource Centre at community events, forums, and working groups related to seniors' health and well-being.

Organizational & Administrative Support

- Work closely with the Resource Centre team to support broader organizational goals.
- Provide occasional front desk or Community Information Hub coverage when needed.
- Ensure documentation, file management, and client or community data is kept current and secure.
- Contribute to a respectful, efficient, and caring workplace culture.

Qualifications & Attributes

Education & Experience

- Post-secondary education in community development, social work, gerontology, public health,, or a related field—or equivalent lived/professional experience.

- Minimum 2–3 years' experience in program coordination, community engagement, or service delivery with seniors or vulnerable populations.
- Experience supervising staff or contractors, ideally in a nonprofit or community-based setting.
- Demonstrated success in partnership-building, stakeholder engagement, and collaborative planning.
- Demonstrated success in grant writing, funder reporting, and budget tracking

Skills & Competencies

- Strong interpersonal skills, with a compassionate and community-centred approach.
- Understanding of the needs, assets, and strengths of older adults and caregivers.
- Effective facilitator and communicator, able to engage diverse partners and perspectives.
- Organized, self-directed, and capable of managing multiple timelines and tasks.
- Digital literacy: comfortable using Mailchimp, Google Workspace, website editing platforms, and CRM or tracking tools.

Position Details

- **Status:** Part-time employee (flexible based on candidate)
- **Hours:** Approx. 20 hours/week with potential for growth
- **Salary:** \$35-\$38/hr commensurate with experience
- **Location:** Hybrid (Sechelt office, community locations, some remote work)
- **Reports to:** Executive Director

Benefits

- Dental and extended health care
- Flexible work options

To Apply

Deadline: Open until filled

Start Date: ASAP

Apply at: jobs@resourcecentre.ca

We acknowledge the unceded territories of the shíshálh and Skwxwú7mesh Nations and are committed to truth and reconciliation in our work and relationships.