NOW HIRING!
SENIORS PROGRAMS COORDINATOR

Job Opportunity

Are you passionate about connecting the community to focus on the health and well-being of seniors on the Lower Sunshine Coast? Join the dedicated team at the Sunshine Coast Resource Centre as the new, part-time Seniors Program Coordinator. We are looking for a community builder, collaborator, communicator and advocate for all-things-senior!

In this role, you will be responsible for building existing programs, including the Sunshine Coast Seniors Planning Table (SPT) and the Caregiver Support Network (CSN), and other working group projects. Working part-time in a flexible work environment, this position is budgeted for up to 12 hours per week at $26 per hour, with opportunities for growth.

Responsibilities

- In partnership with the SPT Steering Committee, lead quarterly Sunshine Coast Seniors Planning Table meetings per year, to bring the community together to discuss their work and ideas that will improve the quality of life of seniors on the Lower Sunshine Coast.
- Working with other SPT members, identify and act on priorities such as affordable housing, social isolation, transportation, home care and poverty reduction for seniors on the Lower Sunshine Coast.
- Identify and apply for 3-4 grants per year for seniors projects with the support and guidance of the Executive Director (ED) and partner organizations.
- Deliver a monthly SPT newsletter using Mail Chimp, gathering information from multiple sources to share funding opportunities, reports, community seniors' news, provincial and federal seniors' news, or other seniors' resources.
- In collaboration with the Resource Centre team, keep the website up-to-date with seniors program content.
- Coordinate the next phase of the Sunshine Coast Caregiver Support Network with the ED.

Planning Together!

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Job Details

The Seniors Program Coordinator role is a permanent, part-time role working up to 12 hours per week for $26 per hour. This position is flexible, working-from-home or at a hot desk option at the FUSE Work Hubs in Gibsons, Sechelt or Pender Harbour. The Seniors Program Coordinator will also be responsible for supporting Resource Centre clients by taking occasional front desk shifts at the Resource Centre Community Information Hub at 5710 Teredo Street in Sechelt.

Job Skills

- A strong interest or experience in issues related to older adults and dedication to building a healthy seniors' community is a requirement for this role. A knack for coordinating community action is a plus.
- A background in either marketing communications, public relations, social services, healthcare or seniors care, or project management would be an asset for this position, but are not essential.
- Proficiency in Mail Chimp and G-Suite are preferred.
- Preference may be given to candidates who are willing to grow the potential of the role and increase hours over time to pursue new projects.
- A high level of professionalism, an independent self-starter and project coordinator, team work and great interpersonal skills are a must!

About the Sunshine Coast Resource Centre

Sunshine Coast Resource Centre is a community navigation hub, helping residents to access government and non-profit information and services that will improve their quality of life. Our programs consist of Legal Aid, Legal Advocacy, the Community Information Hub, Seniors Planning Table and the Caregiver Support Network. Since 1992, the Resource Centre has also led many Sunshine Coast community development projects; presently this includes the Sunshine Coast Poverty Reduction Strategy.

To Apply

To apply to this position in confidence, please email a cover letter and resume to Katie Clogg, Executive Director at executivedirector@resourcecentre.ca by Monday, August 22, 2022. Interviews will be scheduled on a rolling basis.