

September 2021



## **JOB POSTING**

### **Seniors Connections Coordinator – South House**

The Seniors Connections Coordinator will work with Burnaby Neighbourhood House's Seniors Teams to develop a range of social connection program to meet the diverse needs of seniors living in Burnaby.

#### **General Duties and Responsibilities:**

- To develop and promote online, telephone and in-person programs and services that welcome seniors of diverse backgrounds and abilities
- To build close working relationships with senior serving organizations, health and city departments, multicultural organizations, and other existing community programs to generate appropriate referrals from a range of sources to the seniors' social connection program
- To initiate and support the development of a local seniors planning committee to guide and develop social programs and engagement opportunities
- To recruit, train, and support volunteers in seniors programs
- To work the seniors team to assess seniors' needs and provide appropriate referrals to appropriate internal and community services and supports
- To oversee the evaluation and reporting process. This involves gathering statistical information on contacts made and preparing progress reports on a monthly and annual basis
- To attend meetings that relate to seniors issues as necessary
- To provide oversight of project budgets and spending
- To work as part of the BNH staff team and perform related and other duties as assigned

#### **Qualifications:**

1. Degree or diploma in a seniors' related field or training and/or experience in program development, coordination and evaluation, or equivalent education and training
2. Strong skills and experience in working with seniors and volunteers
3. Past experience supervising staff and leading a team
4. Excellent communication, writing, planning and problem solving abilities
5. Proven ability to work effectively with diverse populations and with a broad range of community and public partners
6. Experience in a community development approach to working with seniors.
7. Passion for supporting seniors to overcome social isolation and encourage the building of their strengths and active participation in the community
8. Knowledge and awareness of issues surrounding diversity and multiculturalism
9. Willingness to be flexible and adaptable in the workplace
10. Proficient with computer programs, including Microsoft Office (Microsoft Word, Excel, PowerPoint), and virtual platforms, including Zoom, Microsoft Teams and Dialpad Meetings (Formerly Uberconference)

11. Driver's license and access to a vehicle
12. Current Emergency first-aid certification or willingness to obtain
13. Second language (Mandarin, Cantonese) is an asset

**Other Details:**

- BIPOC and 2SLGBTQIA+ candidates are encouraged to apply
- Must have valid Vaccine Passport

**Reporting:**

Seniors Connections Coordinator reports to the Manager of Senior Services

**Hours & Pay rate:**

20 hours per week (up to 35 may be available, based on funding)

Rate of pay between \$22.00 - \$23.34 (dependent on experience) plus benefits.

**Deadline:** until position is filled

Thank you for your interest in this position, however, only short listed candidates will be contacted.

**To apply please email resume to:** [simoneg@burnabyh.ca](mailto:simoneg@burnabyh.ca)

**Or mail to:**

Burnaby Neighbourhood House  
4460 Beresford St  
Burnaby, BC  
V5H 0B8

**No phone calls please**

*Burnaby Neighbourhood House is a community driven and community funded agency located on the unceded territories of the Tsleil-Wauthuth (səlilwətaʔ), Kwikwetlem (kwikwəʔəm), Squamish (Skw̓wú7mesh Úxwumixw) and Musqueam (xʷməθkʷəy̓əm) nations with a unique focus on neighbours supporting neighbours.*