

May 2022



## **JOB POSTING**

### **Seniors Community Engagement Coordinator – South**

The Coordinator will utilize a community development approach, working with a team of volunteers, to deliver place-based programs at 4 subsidized seniors housing complexes in South Burnaby.

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

- Using an inclusive community development approach, to develop and promote programs within a seniors' subsidized housing complex that welcome seniors of diverse backgrounds and abilities
- To recruit and support a resident program committee to inform the development and ongoing planning of the programs at this location.
- To work with residents to increase their engagement in programs and increase access to needed services
- To increase the capacity of residents to move into leadership roles as volunteers who will support other residents by leading programs such as coffee times, games nights, dance and other exercise sessions, etc
- To work with BC Housing staff to ensure coordination of space and logistics.
- To assess seniors' needs and provide referrals to appropriate BNH programs 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 provide oversight of project budgets and spending
- To attend meetings that relate to seniors issues as necessary
- To work as part of the BNH staff team and perform related and other duties as assigned

#### **Qualifications:**

1. Knowledge and experience with utilizing a Community Development Approach while working with seniors
2. Passion for supporting seniors to overcome social isolation and encourage the building of their strengths and active participation in the community
3. Degree or diploma in a seniors' related field or equivalent training and/or experience working with seniors in a community based setting.
4. Strong skills and experience working with seniors and volunteers
5. Ability to work independently and as part of a team.
6. Excellent communication, writing, planning and problem solving skills.
7. Proven ability to work effectively with diverse populations and with a broad range of community and public partners.
8. Willingness to be flexible and adaptable in the workplace
9. Proficient with computer programs, including Microsoft Office (Microsoft Word, Excel, PowerPoint, Teams), and virtual platforms (e.g., Zoom)

10. Valid driver's license and access to a vehicle
11. **Second language is an asset**

**Required:**

1. Non-violent crisis intervention training
2. Current Emergency first-aid certification (or willing to obtain)
3. Current Food Safe certification (or willing to obtain)

**Other Details:**

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

**Hours & Pay rate:**

35 hours per week

Rate of pay \$24.05/per hour plus health 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@burnabynh.ca](mailto:simoneg@burnabynh.ca)

**Or mail to:**

Burnaby Neighbourhood House  
100 – 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 (kʷikwəʔləm), Squamish (Sḵw̱xw̱ú7mesh Úxwumixw) and Musqueam (xʷməθkʷəy̓əm) nations with a unique focus on neighbours supporting neighbours.*