



July 2022

JOB POSTING

Program Coordinator, Seniors – South House and Grocery & Meal Delivery

Utilizing a Community Development Approach, the Program Coordinator will work with a team of volunteers to deliver a range of community-based programs, including a grocery shopping and meal delivery program to frail seniors living in Burnaby as well as seniors' programs at Burnaby Neighbourhood South House and a nearby BC Housing seniors complex.

General Duties and Responsibilities:

- To act as the primary contact for frail seniors facing food insecurity in Burnaby
- To manage daily operations, including organizing and distributing food hampers and subsidized prepared meals
- Using a community development approach, to deliver and promote programs within BNH's South House and a nearby BC Housing seniors complex that welcome seniors of diverse backgrounds and abilities
- To recruit and support a seniors' advisory committee to guide programming
- To recruit, train, and support volunteers for grocery/meal deliveries and leading social programs
- To assess seniors' needs and provide 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 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. Degree or diploma in a seniors' related field or equivalent training and/or experience working with seniors in a community based setting.
2. Strong skills and experience working with seniors and volunteers
3. Ability to work independently and as part of a team.
4. Excellent communication, writing, planning and problem solving skills.
5. Proven ability to work effectively with diverse populations and with a broad range of community and public partners.
6. Knowledge and experience with utilizing a Community Development Approach while 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. 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. Current Emergency first-aid certification
12. Current Food Safe certification
13. Second language is an asset

Other Details:

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

Reporting:

Program Coordinator reports to the Manager of Seniors' Services

Hours & Pay rate:

35 hours per week

Rate of pay between \$22.00 - \$23.34 (dependent on experience) 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: alexish@burnabynh.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 (kʷikwəʔləm), Squamish (Skwxwú7mesh Úxwumixw) and Musqueam (xʷməθkʷəy̓əm) nations with a unique focus on neighbours supporting neighbours.