

June 2022



## **JOB POSTING**

### **Summer Event Planner, Seniors Programs, Canada Summer Grant Position**

The Event Planner will assist the Program Supervisor to plan a range of recreation and activity based programs for seniors in BC Housing sites

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

- Work with the Program Supervisor to develop, promote and implement programs within seniors' subsidized housing complexes that welcome seniors of diverse backgrounds and abilities (fitness, coffee times, BBQ's, etc)
- To work with residents to increase their engagement in programs and increase access to needed services
- To recruit volunteers who will support other residents by leading programs such as coffee times, games nights, dance and other exercise sessions, etc
- To encourage residents to participate as volunteers in programs.
- To assess seniors' needs and provide referrals to appropriate community services and supports
- Work with the Supervisor to identify gaps in services and recruit volunteers to address the needs.
- 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. Interest in and experience in working with seniors
2. Ability to work independently and as part of a team
3. Strong organizational skills
4. Excellent communication, writing, planning and problem solving skills.
5. Proven ability to work effectively with diverse populations
6. Willingness to be flexible and adaptable in the workplace
7. Proficient with computer programs, including Microsoft Office (Microsoft Word, Excel, PowerPoint, Teams), and virtual platforms (e.g., Zoom)
8. Current Emergency first-aid certification (or willing to obtain)
9. **Second language is an asset**

#### **Other Details:**

- BIPOC and 2SLGBTQIA+ candidates are encouraged to apply
- Must have valid Vaccine Passport
- Valid 1<sup>st</sup> Aid or willing to obtain
- Canada Summer Jobs position – Must be between 19-30 years old, Canadian citizen, permanent resident or refugee under the immigration and protection act (no international students)

**Hours & Pay rate:**

Full time 35 hours per week, July 4th to August 26th

Rate of pay \$19.24/ per hour

**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  
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 (Skwxwú7mesh Úxwumixw) and Musqueam (xʷməθkʷəyəm) nations with a unique focus on neighbours supporting neighbours.*