

January 2024



JOB POSTING

Seniors Community Programs Coordinator – BC Housing

The Seniors Community Programs Coordinator will build welcoming and supportive communities while facilitating Neighbourhood House programs and events at 4 seniors BC Housing residences in Burnaby.

General Duties and Responsibilities:

- Using an inclusive community development approach, to develop and promote programs that welcome seniors and adults of diverse backgrounds and abilities
- To facilitate the involvement of local resident committees that will guide the development of on-site programs and contribute to building a welcoming neighbourhood.
- To work with residents to increase their engagement in programs and community
- To work with the BNH staff team to coordinate and oversee onsite programs. This may include: digital literacy, health care promotion, caregiver and peer support.
- To increase the capacity of residents to move into leadership roles as volunteers who will lead/assist programs for other residents - such as coffee times, yoga, games nights, special events, etc
- To organize seasonal special events such as community dinners and barbeques.
- To work with BC Housing staff to ensure coordination of space and logistics.
- To be available to residents as a source of referrals and connections to appropriate BNH programs and other local 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 supervise and support program staff.
- To attend interagency and team meetings 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.
2. Passion for working with seniors to build on their strengths and active participation in the community
3. Degree or diploma in a social service-related field or equivalent training and/or experience working in a community-based setting.
4. Familiarity and/or past experience working at a Neighbourhood House an asset.
5. Strong skills and experience working with seniors and volunteers
6. Ability to work independently and as part of a team.

7. Excellent communication, writing, planning and problem-solving skills.
8. Proven ability to work effectively with diverse populations and with a broad range of community and public partners.
9. Willingness to be flexible and adaptable in the workplace
10. Proficient with computer programs, including Microsoft Office (Microsoft Word, Excel, PowerPoint, Teams), and virtual platforms (e.g., Zoom)
11. Valid driver's license and access to a vehicle
12. **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

Hours & Pay rate:

35 hours per week

Rate of pay \$24.52/hour plus benefits.

Deadline: until the 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

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-Waututh (səlilwətaʔ), Kwikwetlem (kʷikwəłəm), Squamish (Skwxwú7mesh Úxwumixw) and Musqueam (xʷməθkʷəyəm) nations with a unique focus on neighbours supporting neighbours.