



Seniors Program Coordinator – BC Housing

Job Description

The Burnaby Neighbourhood House is a volunteer-driven community-based social service agency that provides programs and services in response to identified community needs. Hall Towers I and II, Byrne Creek Manor, and Stratford Gardens are seniors-focused BC Housing Complexes located in North and South Burnaby. The role of the Coordinator will be to build a welcoming and supportive community while facilitating Neighbourhood House programs at each site.

General Duties and Responsibilities:

- Using an inclusive community development approach, develop and promote programs that welcome seniors and adults of diverse backgrounds and abilities
- Facilitate the involvement of local resident committees that will guide the development of on-site programs and contribute to building a welcoming neighbourhood.
- Increase the capacity of residents to move into leadership roles as volunteers who will lead/assist programs for other residents – e.g. coffee times, yoga, games nights, special events, etc.
- Organize resident special events such as community dinners and barbecues.
- Provide referrals and connections to appropriate BNH programs and other local community services and supports
- Conduct engaging orientations and training sessions for volunteers.
- Work with the BNH staff team to coordinate and oversee onsite programs. This may include digital literacy, health care promotion, caregiver and peer support.
- Work with BC Housing staff to ensure coordination of space and logistics.
- Supervise and support program staff to ensure effective program delivery
- Oversee the evaluation and reporting process. This involves gathering statistical information on contacts made and preparing progress reports on a monthly and annual basis.
- Provide oversight of project budgets and spending, ensuring financial stability
- Work to update knowledge about community services and resources.
- Stay informed about relevant trends and best practices in the field.
- Attend interagency and team meetings to foster collaboration and communication
- 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 senior 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. **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)
4. Valid driver's license and access to a vehicle

Other Details:

- BIPOC and 2SLGBTQIA+ candidates are encouraged to apply

Hours & Pay rate:

30 hours per week

Rate of pay \$25.26/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

No phone calls please