

COMPASSIONATE NEIGHBOURS IS SEEKING TO CONTRACT A PART-TIME SENIORS SOCIAL PROGRAMS COORDINATOR

The Compassionate Neighbourhood Health Partners Society (Compassionate Neighbours) is a registered charitable society, governed by the BC Societies Act and its own Constitution and Bylaws. Compassionate Neighbours was incorporated as a non-profit organization on June 21, 2017, and received charitable status in 2019. The services and programs that we offer promote the social and emotional wellbeing of our Chilliwack older adults and the caregivers of older adults.

JOB TITLE: Part-Time Seniors Social Programs Coordinator

Compassionate Neighbours wishes to hire a Seniors Social Programs Coordinator for 20 hours/week to assume the responsibility of acting as the Society's part-time Seniors Social Programs Coordinator.

Coordinator Job in Brief

We are looking for a dedicated and passionate Seniors Social Programs Coordinator to join our team.

This role requires a high level of organization, excellent communication skills, and the ability to work collaboratively with diverse groups of people. The Coordinator will work closely with other staff members, volunteers, and community partners to ensure the successful execution of programs.

Key responsibilities include: coordinating and carrying out program plans, maintaining statistics, and evaluating program outcomes. The successful candidate will have a strong background in program management, a deep understanding of the nonprofit sector, and a commitment to making a positive impact in the community. This position offers an exciting opportunity to contribute to meaningful programs and initiatives that drive social change and improve the lives of those we serve.

Key Duties and Responsibilities:

Under Executive Director (ED) guidance, the Seniors Social Programs Coordinator will:

1. Prepare, execute, and coordinate the volunteer and senior shared social meals and the apartment senior resident group social meals aspects of the Enhanced Social Meal Program.
2. Prepare, coordinate and lead the weekly Thursday Seniors Connect Café events.
3. Register and ensure seniors are confirmed for the bi-weekly Saturday Intergenerational cooking classes and send the information to our Chilliwack Community Services partners by the Thursday prior to each event.
4. Prepare, coordinate, and lead the twice monthly Tuesday afternoon Intergenerational Craft/Board games events.
5. Prepare documentation and supplies for the Intimate Partner Loss Social Support project and coordinate with the volunteer co-facilitators of these sessions.
6. Manage intake documentation for new seniors across all programs, process data in all required spreadsheets, and complete post-event documentation.

7. Assist new senior attendees to the programs, who receive initial transportation support, to complete their HandyDART applications and to deliver the application to the HandyDART office.
8. Ensure all work performed aligns with the organisation's core values, mission, and goals.
9. Perform other related duties as required.

Qualifications:

- Strong and dynamic leadership style and management background. Leads with enthusiasm. Experience in a non-profit environment is an asset.
- Excellent interpersonal and problem-solving skills, with a commitment to a participatory leadership style.
- Excellent communication and public relations skills, both oral and written.
- Has a collaborative style of communication and is skilled in interacting with diverse people and groups.
- Proficiency in database management and Microsoft products.
- Must have a Class 5 or Class 7 Driver's License and access to a vehicle.

Working Hours and Location: This is a part-time Seniors Social Programs Coordinator position of 20 hours/week with a varied work schedule that partially permits working from home but will require attending all programs in-person. The programs take place in the Chilliwack area.

Hours of Work: The regular work schedule is:

- Mondays, Wednesdays and Fridays: 10:00 a.m. to 2:30 p.m.
- Tuesdays: 1:00 p.m. to 5:00 p.m.
- Thursdays: 9:00 a.m. to 1:30 p.m.

Each shift includes a 30-minute unpaid break

Salary: This is a part-time position of 20 hours/week at \$22/hour and paid overtime hours require prior approval. No overtime hours will be paid without prior approval.

- The position includes signing a renewable yearly employment contract that can lead to an eventual full-time position if desired.
- The employee shall serve a probationary period of 3 months from the commencement of their employment.

Please note:

- A cover letter and a resume can be emailed to neighbourhealth@gmail.com and janicemcmurray@cnhps.org.
- We would like to thank all applicants for their interest in this position. Only those shortlisted for an interview will be contacted.
- This position will remain open until filled.