

Seniors Coordinator Position, Vernon BC (Maternity Leave)

NexusBC Community Resource Centre is currently looking for a part-time (3 day per week) Coordinator for one of our Seniors Programs. This program supports individuals with services and resources to help seniors live in their homes independently for as long as possible. The Coordinator manages the day-to-day operation of the program including coordinating services and volunteers. The successful candidate will have demonstrated skills/experience in the following areas:

- Experience working with seniors (60 years and older),
- Experience managing a large group of volunteers,
- Ability to provide effective leadership and supervision
- Possess strong written, listening and oral communication
- Have strong computer skills and database management
- Experience with written reports and maintain documentation
- Strong organizational skills
- Professionalism, ethical behaviors, and respectful practices
- Commitment to continuous learning
- Ability to manage program budgets
- Demonstrated public speaking abilities

Qualifications

- University education or equivalent education and work experience in social services, gerontology or related fields
- Understanding/knowledge of seniors' issues and working with seniors
- Good knowledge of community resources
- Minimum 2 years' experience with program development and delivery
- Experience working in a non-profit environment an asset

Candidates possessing the above mentioned competencies are encouraged to apply with a resume and cover letter to kjohnson@nexusbc.ca prior to January 6, 2020. NexusBC appreciates all applications, however only those receiving an interview will be contacted.