

Do you need on-the-job work experience and skills training? Contact the WorkBC Centre to learn more!

Project Name: Emergency Preparedness for Seniors

Work Experience Opportunity: Project Administrator

Working with the NexusBC Seniors' Services team and the Vernon Seniors Action Network (VSAN), the Project Administrator will oversee coordination of an Emergency Preparedness initiative for Seniors in the community of Vernon, BC. This initiative will include researching best practices around Emergency Preparedness, creating individual preparedness kits for seniors, creating Emergency Preparedness workshops, and assisting with organization and implementation of the Vernon Seniors' Fair in Fall of 2022.

This is a full-time work experience, 35 hours/week, Monday – Friday, for up to 26 weeks, to start by the end of June 2022. The position will be based at the NexusBC offices in downtown Vernon. You will be successful in this role if you are cheerful, organized and like working with people as part of a helping team. NexusBC provides a welcoming and supportive workplace, a competitive living wage, and an inclusive work environment. Living supports for this position will be \$23/hour.

In order to be considered for this position, you must meet the following eligibility requirements:

- You are participating in case management services with WorkBC and meet one of the following eligibility requirements:
 - You currently have an active Employment Insurance claim **OR**
 - You have ended an Employment Insurance claim within the past 60 months (5 years) **OR**
 - You paid Employment Insurance premiums while you had earnings of \$2000 or more in at least 5 of the last 10 years

Your WorkBC Centre can assess your eligibility and suitability for this position; if you are not a case managed client of WorkBC, and you meet the eligibility requirements above, please contact WorkBC Vernon for more information and to talk to a Case Manager.

For a full job description, click here: <https://nexusbc.ca/careers>

Participants will gain hands-on work experience/skills through the following activities:

- Conducting research; identify best practices in Emergency Preparedness, and resources available for individual preparedness
- Project coordination; create a project work plan identifying project goals, marketing activities and timelines
- Marketing and communications; work with the Marketing manager to create a marketing/communications plan for the project
- Working with vulnerable individuals; learn about the unique needs of seniors and other vulnerable individuals with respect to emergency preparedness

- Relationship-building; collaborate on emergency preparedness for seniors with community agencies and organizations, including Vernon Seniors Action Network
- Workshop creation; gathering resources and creating materials for a emergency preparedness workshop for seniors
- Event management; assist with planning and organizing the Seniors Fair in September 2022
- Administrative/organizational skills; this project provides a 6-month opportunity to hone your skills
- Business reports; learn the basics of writing a business/project report by creating interim and final project reports

For more information call WorkBC Vernon, 250-545-2215, ext. 230 or visit us at 3105 33 Street, Vernon BC. You can also apply online at <https://apply.workbc.ca>

Canada 



This program is funded by the Government of Canada
and the Province of British Columbia.