

Project Administrator, Seniors' Emergency Preparedness

Are you talented, cheerful, organized and love working in a role where you can help people in our community? Do you like the idea of working for a non-profit organization that supports its employees with a competitive living wage and an inclusive work environment? This could be the right opportunity for you!

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. Your role will include researching best practices for Emergency Preparedness, creating an Emergency Preparedness plan, creating individual preparedness kits, creating Emergency Preparedness workshops, and assisting with organization and implementation of the Vernon Seniors' Fair in Fall of 2022.

This work experience will provide employment for up to 26 weeks from approx. June 27 through December 23/22, 35 hours per week in the NexusBC Vernon office. The living support for this position is \$23/hour.

Key Duties of this position will include:

- Conduct research and identify local initiatives and resources available in the North Okanagan from various levels of government to assist with emergency preparedness
- Work with the Project Coordinator to create a workplan for the initiative which details action steps, resources needed, timelines for completion and measures for project success
- Working with the Marketing Manager, create a marketing and communications plan to advertise this initiative in the community and develop a basic budget for all marketing tactics
- Create/revise a proposed checklist specialized for seniors to help them prepare in case of evacuation alert
- Create emergency preparedness kits that can be distributed throughout the community to seniors
- Assist with organization of the Vernon Seniors Fair, and create a table display
- Work with seniors on their preparedness plans, either through individual interviews or preparedness workshops:
 - Create a preparedness workshop targeted to seniors and their “emergency buddies”
 - Create a process to review and update individual emergency plans for seniors
 - Interview individual seniors regarding emergency preparedness
 - Support seniors in completion of their emergency preparedness documents and tools
 - Enter seniors' information into NexusBC database
 - Assist seniors in navigation of local community services that will help them prepare
 - Create a call list for those who wish to receive a phone call during an emergency
 - Create lists of those with special needs such as transportation, mobility issues, oxygen, wheelchairs, pets, etc.

Additional Responsibilities:

- Attend meetings of the VSAN Emergency Preparedness Action Team
- Greet and direct visitors to the Learning Lab for live interviews
- Keep learning lab environment stocked with emergency preparedness materials
- Assist with clerical tasks as assigned including but not limited to, photocopying, word processing and document preparation, filing, handling mail, making phone calls

- Work with Connect and Better at Home Coordinators to understand senior client needs, when to provide information to the client and when to refer to other service providers
- Comply with NexusBC policies and procedures including the NexusBC code of ethics
- Support the maintenance of client files and information in keeping with Personal Information Protection Act

Core Competencies

- Proven attention to detail and mid- level administration skills
- Ability to complete tasks with minimal supervision and re-direction
- Excellent organizational skills
- Listening skills, with ability to assist vulnerable clients with patience and empathy
- Professionalism through adherence to respectful practices and ethical behaviors
- Adheres to client privacy and confidentiality guidelines

Qualifications

- Post-secondary education in Office Administration, Project Management, Human Service work or other relevant field of study and/or minimum 2 years' experience in an Administrative role
- One year of customer service experience; working with seniors/vulnerable populations an asset
- Two years' work experience preferred with seniors/vulnerable populations
- Excellent computer skills including Microsoft Word, Excel and Power Point
- Some knowledge/experience with marketing and communications would be an asset
- Experience accessing and working with databases preferred
- Experience working with Internet, e-mail and social media considered to be an asset
- Experience working in a busy office environment with face-to-face interaction
- Previous experience in a non-profit organization an asset.

Additional Conditions of Employment

- Clear Criminal Records Check
- Class "5" or "7N" driver's license and access to a vehicle may be needed from time to time

In order to be eligible for this position, candidates must:

- be working with a Case Manager at WorkBC Vernon AND
- be an active Employment Insurance claimant OR
- have received Employment Insurance within the last 5 years (Reachback) OR
- paid EI premiums while you had earnings of \$2000 or more in 5 of the last 10 years.

All interested candidates must be referred through WorkBC Vernon. If you are interested, give them a call at 250-545-2215, ext. 230, or visit the Vernon WorkBC Centre at 3105 33 Street, Vernon.



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