



Opportunity: Coordinator, Vernon Seniors Action Network

About Us

The Vernon Seniors Action Network (VSAN) is a community-based organization dedicated to enhancing the quality of life for older adults. Our members are a dedicated group representing local government, community organizations, health care providers and seniors. VSAN members collectively support a range of programs and services, empowering seniors to remain independent, engaged, and connected to our community.

The Vernon Seniors Action Network (VSAN) is seeking a highly organized and community-oriented individual to support the network's growth, leadership development, member development, public communications, and project coordination. This contract position (expected time commitment will be about 50 hours/month, off July and August) will take the lead in this collaborative network, with a focus on strengthening internal operations and implementing key strategic priorities. This is a remote-based position with potential for in-person/remote hybrid meetings. This position reports to the VSAN leadership team, the annual salary is \$17,500 based on a rate of \$35/hour.

The ideal candidate will enjoy working with a collaborative network, and is passionate about making a difference for seniors in our community. You excel at building relationships and partnerships, and being part of initiatives that contribute to healthy aging for seniors in the Vernon area.

Key Responsibilities

Administration, Financial Sustainability & Reporting

- Schedule and coordinate monthly meetings, including preparing agendas, taking minutes, and managing logistics (Zoom links or in-person setup)
- Research and write funding applications to support VSAN's operational and project needs
- Submit monthly activity reports to the leadership team and/or funders as required
- Track and report on hours worked, key deliverables and project milestones
- Working with the Leadership team, support the development and implementation of a succession planning framework

Communications & Branding

- Coordinate development of a standalone VSAN website and regular newsletter



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- Collaborate with members and partners to maintain consistent branding and messaging
 - Prepare advertising and promotional materials that showcase VSAN's mission, projects, advocacy efforts, events and successes
 - Develop an active social media presence for VSAN

Membership & Engagement

- Planning and coordination of engagement events (e.g., networking gatherings, community roundtables).
- Maintain membership records and create onboarding packages for new members
- Provide leadership and coordination for membership committees and planning table

Advocacy & Project Support

- Support working groups and committees focused on advocacy or projects
- Help coordinate training, workshops, and advocacy campaigns
- Assist with collecting, summarizing, and reporting relevant data or stories from member organizations

You may need to take on additional duties as required.

Skills & Qualifications

- Experience in non-profit, social work, or community programming preferred
- Strong organizational and communication skills
- Experience in community engagement and/or project coordination (paid or volunteer)
- Strong computer skills including Microsoft Office, Excel and social media
- Comfort with digital tools (e.g., email newsletters, websites, Zoom)
- Excellent verbal and written communication skills
- Ability to work independently and meet deadlines with minimal supervision.
- Familiarity with seniors' issues or multi-sector networks is an asset.
- Experience with grant writing an asset
- Cultural competence and ability to engage diverse communities.
- Flexible work hours, potential for increased hours over time
- Comfortable cold calling, strengthening and maintaining relationships.
- Ability to work independently and as part of a team

Benefits

This position offers a flexible, home-based schedule in a supportive, mission-driven work environment. VSAN will provide opportunities for training and professional development.



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- Flexible schedule
 - Supportive, mission-driven work environment
 - Opportunities for professional development
 - Meaningful impact on seniors' lives
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To Apply

Please send your **resume** and a **brief cover letter** explaining your interest in the role to pmyers@nexusbc.ca with the subject line: **VSAN Coordinator Application**. Applications will be reviewed on a rolling basis.

The Vernon Seniors Action Network is an equal opportunity employer. We welcome candidates of all backgrounds and are committed to fostering a diverse and inclusive workplace.