

|  |  |
| --- | --- |
| **Job Title:** | **Temporary Part Time Community Development Coordinator** |
| **Department/Group:** | Staff | **Position Type (FT, PT, Relief, etc.):** | Contract Temporary Part Time |
| **Location:** | HybridPeel Senior Link 50 Burnhamthorpe Rd West, Mississauga, ON L5B 3C2 | **Level/Salary Range:** | $17/hour |
| **Contact Person: Althea Alli****Email: althea@peelseniorlink.com****Fax : 905-712-3373** |  |
| **Job Details** |
| Peel Senior Link, a non-profit charitable organization established in 1993, provides personal care & home-making and other complementary support services. Peel Senior Link maximizes independent living--helping seniors live with dignity, stability, and safety. Peel Senior Link is funded by the Ministry of Health and Long-Term Care through Ontario Health - Central, grants, and personal and corporate donations.We are currently seeking a Temporary Part Time Community Development Coordinator. Reporting to the Operations Manager, this position is responsible for development and implementation of seniors active living centres programs and activities serving the seniors of Peel. **Position Responsibilities:** * Liaise with community partners to develop, implement and oversee innovative seniors active living centre programs and activities that serve the senior community
* Research and submit funding and grant proposals to enhance the Seniors Active Living Centres at Peel Senior Link
* Research program needs through a variety of methods, including creating and administering surveys and reaching out to seniors’ households individually and personally to determine gaps and program preferences
* Recruit and train volunteers who will assist in the development and implementation of supportive services and activities
* Create, edit and distribute appropriate active living program / activity / service communications including flyers and newsletters to market program and to ensure isolated individuals are engaged
* Develop target goals and metrics to measure success of program activities
* Support seniors research
* And all other duties as required

The ideal candidate has:* Post-secondary degree or diploma with focus on Gerontology, Volunteer Management or equivalent combination of education and experience
* Experience working with technology and virtual platforms
* Experience working with seniors in a healthcare environment required
* Experience with therapeutic recreation preferred
* Experience with volunteer program development, including recruitment and training of volunteers. Ability to organize workloads and set priorities
* Demonstrated excellent time management skills
* Demonstrated commitment to customer service, innovation, creativity, and quality improvement
* Excellent verbal and written communication skills
* Flexibility to work non-business hours on occasion to meet program needs
* Ability to work independently
* Adept in the use of MS Office applications
* Flexible, adaptable, and responsive to change
* Well-developed facilitation and presentation skills
* Familiarity with relevant services and delivery context
* Familiarity with survey methods and implementation
* Experience with multi-cultural challenges and opportunities in service delivery
* Experience in marketing an asset

Job Type: Contract Temporary Part TimeSalary: $17/hrLocation:50 Burnhamthorpe Road West, Suite 300Mississauga, ON, L5B 3C2We thank everyone for their expression of interest; however, only those candidates selected for an interview will be contacted.Peel Senior Link is committed to developing an inclusive, barrier-free selection process and work environment. If you require accommodation at any stage of the recruitment and selection process, please contact Human Resources at (905) 712-4413 Ext 328.Peel Senior Link has a mandatory vaccination policy for all employees in order to protect our clients, our staff, and the communities we work in. All job applicants will be required to declare their vaccination status during the recruitment process. As a condition of employment, all new hires must be fully vaccinated and provide proof of their vaccination. Peel Senior Link will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.To learn more about Peel Senior Link please visit:https://peelseniorlink.com/about-us/ |