

<b>Job Title:</b>	<b>Peel Council on Aging Coordinator</b>		
<b>Department/Group:</b>	Staff	<b>Position Type (FT, PT, Relief, etc.):</b>	Full Time Contract until July 31st, 2023 with the possibility of an extension
<b>Location:</b>	Hybrid Peel Senior Link 50 Burnhamthorpe Rd West, Mississauga, ON L5B 3C2	<b>Level/Salary Range:</b>	\$40,000 per year
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**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.

PCoA is a collaborative of individuals, organizations, and businesses who are advancing positive aging by promoting the health, well-being and social participation of Peel older adults and by influencing attitudes, policies and programs to include the voices of all older persons.

Peel Council on Aging Roundtables share, build alignment and collaborate within each of the five domains; Healthy Aging, Housing, Staying Mobile, Building Community, and Safety.

We are currently seeking a Peel Council on Aging Coordinator. This position will report to the Board of Directors

The PCoA Coordinator will provide support to the PCoA Board of Directors, Steering Committee and Round Tables. The Coordinator will be primarily located at the Peel Manor Hub once completed, they provide information and resources to visitors and service providers.

**The PCoA Coordinator will:**

- Organize Board of Directors, Steering Committee and the Roundtable meetings
- Recruit members to the appropriate Roundtable and complete the new member process
- Build relationships within the senior sector
- Act as a knowledge broker and connect people and projects
- Create opportunities for networking and partnerships
- Develop and deliver community presentations
- Manage the PCoA Communication Strategy including updating the website, posting on social media, and developing promotional material
- Organize and implement events including the Summit on Aging
- Review policies and reports with an age-friendly lens
- Support the projects outlined in each Roundtable Action Plan
- Write funding proposals and applications

**By the end of the contract, the PCoA Coordinator will have demonstrated:**

- Increased volunteer opportunities for older adults to be involved and empowered in the development of their community
- Increased options for traditionally underserved populations of older adults to participate and contribute to their community
- Improved collaboration between the urban and rural communities
- Improved community connections and support across senior sector organizations
- Increased contribution to policy development as related to healthy aging
- Increased awareness of the impact of COVID-19 on older adults living in the Region Of Peel and how their needs can be met

- Improved communication and system navigation within the region

The ideal candidate has:

- educational background in: Gerontology, Communication, Business
- with related work experience.
- Work well independently
- Demonstrated ability to work with a variety of levels of staff
- Ability to establish effective working relationships with key stakeholders based on trust, respect and mutual understanding
- Ability to motivate and encourage collaboration in situations requiring cooperation and consensus
- Advanced oral and written communication and presentation skills
- Creative and innovative problem-solving skills
- Organized and able to manage multiple projects
- Proficient in use of social media
- Expert level Microsoft Word, Excel, PowerPoint and SharePoint

Job Type: Contract until July 31st, 2023 with the possibility of an extension- Hybrid

Hours of Work: 35 hours per week

Salary: \$40,000/year

Location:

50 Burnhamthorpe Road West, Suite 300  
Mississauga, ON, L5B 3C2

We 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 x326.

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/>