



Internal/External Job Posting #2018-007

SHARE Family & Community Services Society has the following employment opportunity:
Program Coordinator I – Seniors Services, Temporary Part-Time

Date: April 4, 2018
Start date: Immediately till March 31, 2019
Location: 2615 Clarke Street, Port Moody
Hours of work: 10 hours per week
Classification/Salary: \$20.55 – 22.85 per hour
Grid Level: Program Coordinator I, Grid Level 12A
(Classification pending – under review)

Summary of Duties:

The Program Coordinator in SHARE's Seniors Services, which include the Better At Home, Welcoming Seniors Spaces, Seniors On The Move, and Active Aging programs, is responsible for ensuring the day-to-day functioning of programs. This includes overseeing and participating in program planning and delivery; coordination and support of volunteers; liaison with seniors, families, other service providers including contractors and other stakeholders; participating in program evaluation and development and implementation of procedures which ensure evidence based practice.

Qualifications Required:

- Minimum post-secondary diploma in a field related to Social Work, Community Development, Gerontology or related areas;
- Minimum of 3 years' experience in program coordination including volunteer management, providing support to seniors, needs assessment, monitoring and evaluation;
- Demonstrated ability to work effectively with seniors, volunteers, other service providers including contractors, community partners and other stakeholders;
- Demonstrated strong leadership and instructional skills;
- Strong verbal and written communication skills;
- Current First Aid Certificate;
- Clear Criminal Record Check;
- Access to reliable vehicle.

Forward resume & cover letter stating posting #2018-007:

Gina Hortelano, Program Supervisor | gina.hortelano@sharesociety.ca

Closing Date: April 16, 2018, 5:00pm

SHARE is committed to equity and values diversity. We welcome applications from qualified individuals of all genders and sexual orientations, persons with disabilities, Aboriginal persons and persons of visible minorities.