



2625 Weston Road, Building D, 2nd Floor, Unit #27, Toronto, ON M9N 3V8 Tel: 416-7480788 Fax: 416-7480525

## **JOB POSTING**

### **Position: Part-Time Seniors' Programs Manager – 28 hours weekly**

Northwood Neighbourhood Services (NNS) is a non-profit, charitable organization with a volunteer Board of Directors, the majority of who are residents of the area served.

#### **RESPONSIBILITIES:**

- Manage all Northwood Neighbourhood Services Seniors' Program
- Attend weekly Seniors' Program
- Ensure service targets are met
- Prepare all statistical and narrative reports
- Conduct weekly shopping for all programs
- Community outreach and publicity
- Attend related NNS Seniors' Program meetings
- Supervise the seniors' workers
- Participate in the Program & Development and Seniors Advisory Committees
- Prepare funding applications for all NNS seniors programs
- Oversee budget for seniors programs
- The Seniors' Programs Manager is accountable to Assistant Executive Director

#### **QUALIFICATIONS:**

- Post Secondary Degree/Diploma or equivalent 2 years of experience
- 2-3 years managerial skills
- Demonstrated ability/experience/training in working with seniors' programs
- Proven program planning and facilitation skills
- Strong leadership skills
- Strong HR and project management skills
- Ability to manage departmental budget
- Proven ability to prepare funding application for seniors' programs
- Good intercultural and communication skills
- Ability to work as a team member
- Valid drivers licence and a functioning car mandatory

Please send your resume to:

**Hiring Committee**

**Northwood Neighbourhood Services**

**2625 Weston Rd., Bldg D, 2<sup>nd</sup> Floor, Unit 27**

**Toronto, ON M9N 3V8**

**Fax: 416-748-0525**

**E-mail: [jobs@northw.ca](mailto:jobs@northw.ca)**

**Closing Date: Tuesday, January 31, 2012**