



Job Description

Title: Seniors Programs Coordinator – Vietnamese/Chinese Group

Description of the Organization:

Northwood Neighbourhood Services is a non-profit, charitable organization with a volunteer Board of Directors, the majority of whom are residents of the area served. The organization is managed by the Executive Director, who works with and under the direction of the Board of Directors.

Three levels of government and the volunteer sector fund the organization.

Responsibilities:

- **Program coordination:** Ensure consistent program success through timely delivery of services and activities in line with work plans and community expectations
- **Individual services:** to provide assistance to participating seniors aging at home in accessing our services
- To advocate on behalf of clients when needed and refer cases to appropriate departments within Northwood for follow-up and further assistance
- **Program development:** to organize monthly workshops and seminars identified as needed in co-operation with other organizations
- **Outreach and Fundraising:** To conduct outreach in accordance with our outreach policies and to provide information about our services
- To assess community needs research and meetings with other groups and organizations.
- To secure donations for the programs and NNS at large.
- To organize and participate in fundraising activities.
- **Meal preparation:** to prepare and offer a nutritious meal to participants during all programs
- **Administration:** to attend staff meetings, and prepare a monthly activity reports and maintain an up-to-date database at all times
- To be proficient in accessing information through the Internet
- To assist with other activities as required

This position requires superior organizational and communication skills.

- Reporting to the seniors' program manager, the Coordinator will work with the staff and management of Northwood to develop, plan and implement seniors' activities.
- Must be culturally sensitive and open to developing and acquiring new skills

Qualifications:

- Diploma or Certificate in Community Work or equivalent experience
- Attention to **detail** ,and excellent record keeping
- Superior organizational skills
- A professional who leads by example
- Excellent interpersonal skills
- Excellent computer skills
- Outstanding written and oral communication skills
- Ability to work independently with little supervision
- Team player, and multitasking ability
- Experience working with database program

This is a part-time position comprised of 7 hours per week. Working hours are 9:00 a.m. to 5:00 p.m. with a one hour lunch break.

Kindly send your resume to ekipkosgei@northw.ca and quote in the heading

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