

Job Title: Project Coordinator

For the period of: September 5, 2017 – March 30, 2018

Location: Work remotely with occasional travel to lead agency and partnering locations within Vancouver, BC

Position Type: Contract

About Us:

Kitsilano Neighbourhood House ('Kits House'), member of the Association of Neighbourhood Houses BC, is a registered non-profit, charity organization dedicated to meeting the needs of those most vulnerable as well as providing an opportunity for everybody in our community to get together and be engaged. We offer many different programs like volunteer-led English Conversation Circles, weekly hot lunches for seniors, childcare and much more. Kitsilano Neighbourhood House is the only Neighbourhood House on the Westside and serves many different communities like Kitsilano, Dunbar, Arbutus Ridge and Point Grey.

Older Adults and Seniors Programs

Kitsilano Neighbourhood House offers services and initiatives for older adults that empower and encourage participation through improved access to information, peer support, healthful activities, and programs that support independence and well-being.

For more information, visit www.kitshouse.org.

Volunteer Onboarding & Training Project: Seniors Programs

The main goals of this project are to:

- Develop a standardized onboarding and training model to orient new and existing volunteer Senior Peer Support facilitators and Information & Referral Specialists;
- Increase sustainability of Kits House & Project Partner support programs for older adults and seniors through in-house capacity building and co-facilitation of training by staff and volunteers;
- Enhance peer support volunteer recruitment and placement in order to meet the growing needs of older adults and seniors on the Westside of Vancouver;
- Support partnership development between non-profit organizations working toward community capacity building and a shared health promotion goal; and
- Build capacity of peer groups.

Job Description:

Role

We are looking for an enthusiastic, community-minded Project Coordinator capable of performing thorough research on various topics with a keen eye for detail. Working collaboratively and under the general direction of the Seniors Program Coordinator, the Project Coordinator will play a key role in developing a standardized onboarding and training curriculum to orient new and existing volunteer Senior Peer Support Facilitators (group and one-on-one) and Information & Referral Specialists within Kitsilano Neighbourhood House and its project partner agencies.

This will require thoughtful conversations with each partner, plus research to locate the best possible information. Being able to understand peer support models and project goals are also important, so superior communication is a necessity. The Project Coordinator should be a passionate learner eager to research online as well as offline sources and then reproduce it into a training manual.

The Project Coordinator should have excellent writing skills and know how to present ideas in a simple, straightforward manner so it appeals to readers, at the same time; it should contain enough personality and style to keep the text engaging.

Responsibilities

- Familiarize and understand the aim of research
- Develop a work plan in collaboration with the Seniors Program Coordinator
- Perform research on Seniors Peer Support and Information & Referral best practices
- Gather and understand information
- Consult with key people (program staff, volunteers, partners, outside agencies, etc.)
- Regular communication with Seniors Program Coordinator
- Review existing training resources
- Adapt materials
- Retrieve and document appropriate permissions
- Compile and summarize researched information
- Develop streamlined curriculum manual including topics: starting a peer support group, how to be an effective facilitator, group dynamics, communication skills, etc.
- Provide detailed acknowledgment, Works Cited page, resources, appendix, etc.
- Deliver good quality thorough content
- Write content with readers needs in mind, i.e. older adults & seniors
- Capture the appropriate tone and create content that will resonate with audience
- Oversee the printing of materials
- Develop evaluation tools
- Create electronic versions
- Co-facilitate or monitor pilot training with project lead and partnering agencies
- Do evaluation and collect feedback
- Make revisions and recommendations
- Share with partnering organizations
- Record hours and submit timesheets

Qualifications

Qualifications include Education, specialized knowledge, skills, abilities, and other characteristics such as personal characteristics, professional certification, experience, etc.

- Two years recent related experience or an equivalent combination of post secondary education, training and experience
- Demonstrated experience in group facilitation and community engagement a strong asset
- Experience coordinating and delivering multi-stakeholder projects
- Experience working with non-profit organizations is a strong asset
- Enthusiastic about project objectives
- Experience working with older adults and seniors is a strong asset
- Knowledge of seniors' issues and local community resources is a strong asset
- Familiarity with peer support models is a strong asset
- Excellent overall writing and editing skills in English
- Ability to write in plain English (clear and straightforward for appropriate reading level)
- Excellent verbal communication skills
- Impeccable spelling and grammar
- A strong ability to read, grasp, study, understand, analyze and reproduce information in a methodical and goal oriented manner
- Great research, organizational skills and strong attention to detail
- Ability to gain an understanding of industry specific terminology
- Ability to collaborate with staff and volunteers
- Proven writing experience with a demonstrable portfolio or samples
- Computer proficiency (MS Office, digital editing, web search, etc.)
- An understanding of formatting articles for a manual
- Ability to take complex information and turn it into easy-to-understand copy
- Ability to work independently and take initiative
- Ability to work flexible hours
- Criminal record check required

Contract Details

- \$30.00 per hour
- Flexible schedule
- Up to 275 hours
- Estimated 40 hours per month
- Time sheet submitted monthly

Application Process

Please email your resume and cover letter along with a writing sample including Works Cited to the Seniors Program Coordinator at derikh@kitshouse.org by Monday, August 14, 2017.

Only those short-listed will be contacted. We thank and acknowledge all applicants and will proactively contact those selected for interviews.