



**MPNH**

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# Mount Pleasant Neighbourhood House

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800 East Broadway Vancouver BC Canada V5T 1Y1

T• 604.879.8208 F• 604.879.4136 E• info@mpnh.org I• www.mpnh.org

Internal / External Posting

## Seniors Wellness & HUB Outreach Coordinator –

Posted: **December 3 2018** Closing: **Dec 13 2018**

The Seniors Wellness & Hub Outreach Coordinator will work with the Director of Community programs and Seniors Team members in achieving the goals and objectives of the hub & seniors wellness program; which is to build capacity and support leadership roles of seniors from all cultural backgrounds, build the capacity of seniors' serving organizations to collaborate and expand scope of services, and create new opportunities for seniors to participate in community life. The Seniors Wellness & Hub Outreach Coordinator will work under the direction of the Director of Community Programs in building the capacity of seniors to be involved in activities that work towards decreasing the social isolation of vulnerable seniors in increasing the self-advocacy of older adults. This role combines outreach and direct services.

### Key Responsibilities include:

#### Program Management and Coordination

- In consultation with the Director of Community Programs and the Seniors Team members integrate management of volunteer recruitment, training, coaching, coordination, recognition, and evaluation.
- Oversight of Seniors Wellness including tracking volunteers and daily wellness program supports (program delivery, monthly calendar, special events and workshops).
- Organize systems to ensure effective implementation of projects and programs, preparing and delivering marketing and communication materials;
- Oversee registration, maintain records, and liaise with collate data from various programs and provide ongoing evaluation reports as required by funders and MPNH administration

#### Leadership and Community Development

- Provide leadership in community development to build the capacity of multilingual community members to sustain senior services and programming.
- Implement outreach strategies to identify isolated seniors and recruit potential volunteers for the door-to-door Neighbourly Together outreach program.
- Manage outreach initiatives to ensure inclusion of seniors of all ages and diverse backgrounds.
- Build, develop and maintain effective networking and partnerships with colleagues, volunteers, participants, & other stakeholders to address needs of isolated seniors.
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- Provide direct leadership duties such as staff supervision, training, support and evaluation of staff, volunteers and practicum students;

## Volunteer Coordination

- To coordinate seniors driven outreach activities.
- Facilitate & implement capacity building by training and supporting volunteers as outreach volunteers.
- Support volunteers to identify and link culturally diverse, under-represented seniors to Hub activities and other Mount Pleasant community resources.

## Management and Administration

- To work collaboratively with MPNH staff and partners to further our mission and goals.
- Assist in developing and preparing funding proposals for the programs and identify new funding opportunities
- In consultation with Program Director, represent MPNH and Seniors Hub at meetings for advocacy of seniors' issues and information sharing as required.
- Communicate and promote services & program information both internally and externally.
- Write program reports, collect statistics and maintain program-related documentation.
- To be aware of community needs, gaps, trends and to share this information at team meetings and advocate as needed.
- To attend staff, team, and strategic planning meetings & participate in MPNH activities/special events as required.

## Qualifications

- Diploma in Gerontology, Community Development or Social Services or combination of education and minimum of 2 years' experience in community development
- Minimum of 2 years' experience in community development approaches & outreach strategies
- Experience working with seniors and volunteers in a multicultural environment
- Experience managing volunteers and implementing volunteer management systems
- Strong group facilitation and adult education skills
- Experience in community development processes evaluation
- Knowledge of seniors' issues and how to promote healthy aging
- Excellent inter-cultural communication and conflict resolution skills
- Ability to work collaboratively with culturally diverse community residents, volunteers, co-workers and community service partners
- Demonstrated ability to work collaboratively with others to achieve common goals and positive results
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- Fosters the development of others by providing a supportive environment for enhanced performance and professional growth
- Ability to identify and deal with issues proactively and persistently; seizing opportunities that arise
- Ability to define tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives
- Excellent written and verbal English skills. Second language representative of Mount Pleasant an asset.
- Knowledge of Mount Pleasant community and resources
- Class 5 Drivers License an asset
- Valid 1<sup>st</sup> aid certificate
- Criminal record search required

**Terms:** 4 month term position with 28 hours/week; STARTING November 14 2018 – March 31 2018; with possibility of extension dependent on funding

**Salary:** Starting from \$23.94 (Band 8 of ANHBC's salary grid) – based on qualifications and experience.

Please submit cover letter, resume and 2 references to [HR@mpnh.org](mailto:HR@mpnh.org) addressed to Claudine Matlo, Director of Community Programs. No phone calls please.

*MPNH is a non-profit, community based organization located in East Vancouver and is a part of the Association of Neighbourhood Houses of BC. We are an equal opportunity employer. For more information on MPNH please visit [www.mpnh.org](http://www.mpnh.org)*



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