



# Mount Pleasant Neighbourhood House

800 East Broadway Vancouver BC Canada V5T 1Y1

MPNH

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

Internal / External Posting

## SENIORS PROGRAM COORDINATOR

Posted: **May 27, 2022**

Closing: **June 10, 2022**

The Seniors Program Coordinator is an integral part of the seniors team at Mount Pleasant Neighbourhood House. With direct reporting to the Manager of Seniors and Settlement Services, the SPC will work to ensure senior services at MPNH are comprehensive, responsive and reflective of the diversity and needs of seniors in our community. This individual is highly organized, has a growth oriented mindset and is driven to improve the lives of seniors in our community.

Administratively, the Coordinator supports data collection and service tracking, and helps to ensure the delivery of services is seamless. The SPC oversees the delivery of the Safe Seniors Strong Communities Initiative as well as our seniors wellness programs and the coordination of the Friendly Visiting program.

The SPC will work under the direction of the Manager of Seniors and Settlement Services to build the capacity of seniors to be active volunteers and leaders in our community with the goals of decreasing the social isolation of vulnerable seniors in increasing the self-advocacy of older adults.

### Duties and Responsibilities

#### Program Management and Coordination

- The Coordinator is responsible for the delivery and oversight of the Safe Seniors Strong Communities Initiative, Choose to move, Digital literacy and Friendly visiting programs, as well as our Seniors Wellness programs and services.
- Oversight of Seniors program delivery including 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 monitor and maintain the participant databases.

#### Leadership and Community Development

- In conjunction with the Better at Home Coordinator implement outreach strategies to identify isolated seniors.
- Manage outreach initiatives to ensure inclusion of seniors of all ages and diverse backgrounds that is reflective of our community.
- Provide direct leadership including staff supervision, training and support.
- To be aware of community needs, gaps, trends, and to share this information at team meetings and strategize responses.
- To attend staff, team, and strategic planning meetings & participate in MPNH activities/special events as required.





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## Management and Administration

- Maintain databases for seniors programs, Better at Home and Safe Seniors Strong Communities (SSSC).
- Responsible for reporting of all SSSC related services.
- To work collaboratively with MPNH staff and partners to further our mission and goals.
- Communicate and promote services & program information both internally and externally but updating both the seniors newsletter and calendar.
- Write program reports, collect statistics and maintain program-related documentation.
- Proactively monitor program outcomes and adjust inputs / outputs when needed

## Qualifications

- Minimum of 4 years' experience in community development approaches & outreach strategies
- Experience working with seniors and volunteers in a multicultural environment
- Experience in community development processes evaluation
- Knowledge of seniors' issues and how to promote healthy aging
- Excellent time management and organizational skills; and ability to work independently and take initiative.
- Excellent inter-cultural communication and conflict resolution skills
- Ability to work collaboratively with culturally diverse community residents, volunteers, co-workers and community service partners
- 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 – understand conflict resolution.
- 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.
- Strong computer skills.
- Demonstrated ability to complete program, funding, and statistical reports
- Class 4 unrestricted Driver's License an asset
- Valid 1st aid certificate
- Criminal record search required

**Terms:** Regular Full-time position STARTING June 20, 2022

**Salary:** \$26.68 - \$30.60 per hour + benefits after successful probationary period of 3 months (Band P7 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 Family and Senior Services. 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)*



Association of Neighbourhood  
Houses of British Columbia

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