

Job Information

Job Title	Seniors' Centre Without Walls (SCWW) Partnership Program – Ontario Lead Coordinator
Department	Administration
Location	Remote position, representing The Good Companions Seniors' Centre, 670 Albert Street, Ottawa, ON
Reports to	Program Director
Type of Position	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other:
Term	Contract until September 30, 2024
Estimated Start Date	ASAP
Salary	\$TBD
Posting Date: September 28 th , 2023	Closing Date: October 15 th , 2023

All interested applicants should submit a cover letter and resume to HR by e-mail at; hr@thegoodcompanions.ca quoting competition COMP: Ontario Lead Coordinator.

Preference will be given to internal applicants. We thank all applicants for their interest in The Good Companions Seniors' Centre, but we will only contact those external applicants selected for an interview.

The Good Companions Seniors' Centre is committed to meeting the needs of persons with disabilities in alignment with the key principles of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) of independence, dignity, integration and equality of opportunity. In accordance with this legislation, accommodations will be made for applicants with disabilities throughout the selection process. Accommodations will be made available for successful candidates with disabilities upon request.

Overview and Responsibilities

Many older adults in our communities are socially isolated and unable to access in-person or online programs. Some are reluctant to meet face-to-face for health reasons. Others can't because of physical or mental health issues, financial constraints, transportation difficulties, or technological barriers. Seniors' Centre Without Walls (SCWW) eliminates these barriers by offering free, telephone-based group programs that make it safe and easy for seniors to participate in interesting activities, meet new people, and make meaningful connections – all from the comfort of home.

The SCWW partnership program aims to expand this innovative approach across Canada, helping new agencies and partners launch their own SCWW programming. By giving them access to free telephone conferencing, personalized onboarding and training, on-demand resources, program calendars, networking opportunities, and capacity-building support, new partners gain the tools they need to start their own SCWW.

As part of SCWW's partnership program team, the Ontario Lead Coordinator has the following duties:

Primary responsibilities:

- Research and identify agencies and communities in Ontario for participation in the SCWW project;

- Reach out to identified agencies and communities to promote the SCWW program and secure partnerships;
- Educate and onboard new partners, helping guide them in effective SCWW program implementation and evaluation.

Ongoing responsibilities:

- Provide partners with ongoing coaching and troubleshooting support;
- Support the development of personalized materials to promote their programming;
- Distribute tools to support effective program implementation, management, and evaluation;
- Collect reports and statistics from partners to ensure effective program documentation;
- Collaborate with SCWW team to deliver monthly webinars for partners on issues of interest as well as training workshops at conferences and annual stakeholder forums.

Organizational

- Fulfills The Good Companions' mission, vision, values, goals and objectives;
- Works with an open, friendly and respectful approach toward members, clients and volunteers as they participate in The Good Companions programs and services;
- Disseminates information to the members, clients and the community;
- Promotes The Good Companion's programs and services to potential community referring sources, funders and other older adult centres;
- Assists in the development and implementation of long-term planning and policies;
- Complies with The Good Companions' policies, practices and procedures, including Occupational Health and Safety;
- Represents The Good Companions at relevant meetings.

Qualifications

Education

- Degree/Diploma in any one of the following (or equivalent experience): Social Services, Social Sciences Volunteer Management, Gerontology, or Education

Knowledge and Experience

- Excellent networker, with over two years of program promotion, marketing, and/or stakeholder engagement experience;
- Effective communicator, with demonstrated experience in public speaking, workshop delivery, educational training, and/or coaching;
- Strategic thinker, with the capacity to plan work projects, timelines, and deliverables;
- Current knowledge of community resources and services for seniors in Ontario (preferred);
- Experience working with older adults (asset).

Operational Requirements

- The successful candidate will be asked to provide a current Police Record Check for Working with the Vulnerable;
- C.P.R. and First Aid Certificate (required annually);
- Computer literacy (advanced skills using various computer programs and applications).

Skills

- Excellent collaboration, relationship-building, and listening skills;
- Superb oral communication skills (bilingualism considered an asset);
- Strong written communication skills and accuracy in statistical reporting;
- Proficiency with MS Office (Word, PowerPoint, Excel, Outlook) and other digital platforms (Zoom, Microsoft Teams, etc.);
- Experience with other creative tools (e.g., Canva) considered an asset.

Abilities

- Understand the needs, interests and concerns of older adults and persons with a physical disability;
- Non-judgmental and open-minded (including diversity awareness; for example, persons with physical disabilities, LGBT2+ seniors, multicultural populations);
- Multitask in a busy environment;
- Coordinate workload and meet deadlines;
- Work positively in a team environment.

Working Conditions

- Remote position (with fully remote team);
- Monday to Friday, daytime (in-lieu, overtime, only as required).

Disclaimer

This Job Description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.

Because of the changing nature of the work and the work to be done, the job specifications may be changed or altered as required.

The Good Companions is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, gender identity, gender expression, culture, religion, racial origins, ethnicity, socio-economic status, age, general appearance, abilities/disabilities and sexual orientation.