

# JOB DESCRIPTION

## Job Information

<b>Job Title</b>	2SLGBTQ+ Seniors Program Coordinator
<b>Department</b>	The Good Companions Seniors' Centre: Administration
<b>Location</b>	The Good Companions Seniors' Centre, 670 Albert Street, Ottawa, Ontario
<b>Reports to</b>	TGC Executive Director & OSPN President
<b>Salary</b>	\$49,811.85 (Annually)
<b>Type of Position</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Other: 18-Month Contract

### **The Good Companions Seniors' Centre (TGC) & Ottawa Senior Pride Network (OSPN) Full-Time (35 hours/week):**

Are you passionate about creating inclusive, vibrant communities for older adults? Do you have a strong connection to the 2SLGBTQ+ community and a vision for building meaningful programs and education that foster connection, support, safety and pride?

The Good Companions Seniors' Centre (TGC), in partnership with the Ottawa Senior Pride Network (OSPN), is seeking an enthusiastic and community-driven **Program Coordinator** to support, connect, and empower 2SLGBTQ+ seniors in Ottawa.

## Key Tasks and Responsibilities

### **Training & Community Outreach and Engagement**

- Lead and coordinate 2SLGBTQ+ culturally competent training for professionals working with seniors in various settings, i.e. community health centres, retirement homes, long-term care/residences, hospitals, and/or day centres:
  - Update training materials and resources;
  - Recruit, train, and support volunteer trainers;
  - Promote, deliver, and evaluate training and education sessions (including virtual delivery and tech support); and
  - Provide education and mentorship to help agencies become queer-friendly spaces.
- Facilitate and actively engage outreach to strengthen connections with agencies and organizations serving 2SLGBTQ+ communities and/or creating connections with agencies and organizations that need support in fostering community for our 2SLGBTQ+ seniors;
- Identify and support isolated seniors via phone support and if necessary, community support resource navigation, i.e. home visits, appointments and social outings.

### **Organizational & Event Planning**

- In collaboration with TGC's Volunteer Coordinator, recruit, train, and support volunteers for 2SLGBTQ+ programs;

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- Develop role descriptions and schedules, and provide guidance and feedback to volunteers;
- Maintain accurate records and statistics, including volunteer hours, program participation, and community contacts;
- Organize and host a variety of social and educational events for 2SLGBTQ+ seniors;
- Assist both TGC and OSPN in creating, delivering and executing promotional content and event registration; and
- Survey the community and collect ideas for future events.

## Communication & Collaboration

- Meet regularly with the TGC Executive Director, TGC Department Leads, and the OSPN Committee Leads to review progress and align with strategic goals;
- Ensure timely communication through the TGC 2SLGBTQ+ newsletter and promotional items and the OSPN website, email updates, and social media platforms;
- Maintain consistent, collaborative and productive communication with TGC and OSPN and ensure the coordinator position is receiving mutual support from both organizations to achieve ultimate success; and
- Participate in organizational events and meetings.

## Qualifications

### Education

- Degree in Social Work, Social Services, Gerontology, or a related field.

### Experience

- Demonstrated experience working with older adults, ideally in a community-based setting;
- In-depth understanding of 2SLGBTQ+ communities, lived or professional experience is an asset; and
- Experience in community collaboration, program planning, delivery, and evaluation.

### Skills Required

- Passionate about supporting the well-being of 2SLGBTQ+ seniors;
- Strong leadership, coordination and volunteer management skills;
- Culturally inclusive and trauma-informed approach;
- Excellent presentation skills and written and verbal communication skills;
- Self-motivated, organized, and able to manage multiple priorities;
- Highly professional, a team player, creative, an innovator, and responsible and accountable to time management;
- Tech-savvy and comfortable using Zoom, Canva and Microsoft Office tools; and
- Bilingualism (English/French) is a strong asset.

## Working Conditions & Additional Requirements

- Full-time position (35 hours per week), Start Date: June 23, 2025 and on-contract until December 31, 2026;
- Works onsite at **The Good Companions Seniors' Centre (670 Albert Street)** and is expected to be mobile — attending meetings, events, and providing outreach at various locations throughout the community;
- A valid driver's license and access to a reliable vehicle are required;
- Occasional evening and weekend work may be needed to support community programs and events;
- Expected to attend monthly evening events and regularly scheduled bi-weekly Saturday programs;
- Full benefits package available after a 3-month probationary period;
- Clear Police Records Check for the Vulnerable Sector; and
- Current CPR and First Aid certification, required annually.

## How to Apply?

Please be sure to submit your cover letter AND resume to The Good Companions Seniors' Centre, Executive Director, Matthew Ottaviani at: [mottaviani@thegoodcompanions.ca](mailto:mottaviani@thegoodcompanions.ca), by no later than Monday, May 26, 2025.

Interviews will be held during the week of June 2nd with the potential start date of Monday, June 23, 2025.

## Equity and Inclusion Statement

*We are committed to creating a diverse and inclusive workplace and encourage applications from qualified individuals of all backgrounds. Priority will be given to qualified candidates who identify as members of equity-deserving groups, including but not limited to 2SLGBTQ+ individuals, Indigenous peoples, Black and racialized persons, persons with disabilities, and members of other marginalized communities.*

*We thank all applicants for their interest; only those selected for an interview will be contacted.*