



**Do you connect with people quickly? Are you comfortable approaching strangers and speaking in front of a group? Do you love planning and organizing?**

**CSRS is a non-profit organization that provides free programs and services for vulnerable seniors. We are looking for someone to engage the community and help individuals, groups and organizations build positive relationships with isolated seniors. If you are confident, creative and have a “get it done” attitude, then please read on...**

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**Job title:** Community Engagement

<b>Position Type:</b>	<b>Start date:</b>	<b>Job Number:</b>	<b>Application Deadline:</b>
One Year Contract	Immediately	2011002	January 2, 2011

**Responsibilities:**

- To ensure the effective and efficient delivery of the Speakers' Bureau, Pony Express and Seniors' Social Link programs
- To engage the community, educate and inform them about seniors issues and facilitate mutually beneficial relationship building with CSRS senior clients
- To increase public awareness about CSRS and its programs and services
- To establish CSRS in the community as an invaluable resource for seniors and those who care about them
- To anticipate, plan for and implement innovative solutions to the growing needs of vulnerable and isolated seniors

**Job duties:**

- Developing and/or modifying policies, procedures, forms and supporting documents related to delivery of Pony Express, Speakers' Bureau and Seniors' Social Link programs
- Establishing relationships with appropriate representatives from the community and other organizations/agencies
- Developing and implementing program plans with measurable outcomes
- Preparing and submitting agency & funder reports
- Anticipating, justifying and responding to risk re: volunteer programs & benefit to senior clients
- Supporting and assisting with volunteer recruitment, training, placement, communication, supervision and recognition
- Evaluating client satisfaction and providing recommendations
- Assessing the financial, human and technical resources required to achieve goals

- Preparing and managing program budgets
- Tracking and tabulating statistics
- Assessing the effectiveness and efficiency of the service delivery system based on criteria established with and agreed to by the CSRS organization, funders, clients and community
- Assisting manager with ongoing program development, including: research, service comparison, information gathering, data analysis and assessment of need
- Utilizing various community opportunities (presentations & events) for volunteer recruitment and program marketing
- Delivering presentations about CSRS programs and services and attending community events to promote the agency

**Qualifications:**

- Innovative, creative, organized, team minded, flexible, thorough, strong ability to multi-task, big picture thinker, outgoing, reliable
- Experience in public relations, marketing, public speaking, program development and volunteer management
- Proficiency in Microsoft Office & Outlook and using the internet
- Excellent written and oral communication skills
- Knowledge of seniors issues and current resources (including community organizations)

**Key Role Interactions:**

- Reports to the Community Relations & Volunteer Services Manager

**Compensation, benefits & job details:**

- One year contract position with strong potential for renewal or permanent, full time employment
- Hours of work are Monday to Friday 8:30 am to 4:30 pm (37.5 hours per week)
- Wage: \$35,000 - 40,000/year
- Competitive benefits (effective after successful completion of 3 month probation period) including, but not limited to: 3 weeks paid vacation, participation in pension plan with employer contribution, dental and vision coverage
- Valid driver's license and vehicle required
- Some evening and weekend work required for community presentations and events
- Applicants must be able to prove that they are legally allowed to work in Canada

**Please submit applications to:**

Annastasia Sommer  
 Community Relations & Volunteer Services Manager  
[astevens@calgaryseniors.org](mailto:astevens@calgaryseniors.org)

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