



## **SeniorConnect Expansion Coordinator**

Calgary Seniors' Resource Society (CSRS) has an opening for a part time (30 hours per week) Expansion Coordinator within the SeniorConnect Program.

CSRS is dedicated to enhancing the quality of life and human dignity of seniors, by supporting their independence through home services and community based programs. The SeniorConnect program, through public awareness campaigns, educational workshops with community members and a 24-hour Seniors' Phone Line, builds a community's capacity to care for its seniors.

### **Areas of Authority:**

Reporting to the Community Outreach Manager, the Expansion Coordinator is responsible for the roll out of the SeniorConnect program to other identified communities.

### **Summary of Responsibilities:**

- ✓ *Identify and contact* key stakeholders and potential contributors in the targeted communities.
- ✓ *Organize and facilitate* meetings/presentations to disseminate information that initiates the process of exploring the SeniorConnect program concept.
- ✓ *Provide guidance and support* to assist communities through the steps of program development and implementation.
- ✓ *Provide support by facilitating* the Train the Trainer training and assisting in training of community citizens to be 'Connectors'.
- ✓ *Ensure ongoing collaboration* with key agencies and services such as the Distress Centre.
- ✓ *Identify and maintain partnerships* with youth serving organizations (for e.g. Big Brothers Big Sisters) through the ongoing development of an intergenerational programming component.
- ✓ *Assist in the ongoing development and revision* of educational materials as required – PowerPoint presentations, manuals, brochures, handouts.

### **Qualifications:**

- ✓ Bachelor's Degree in Communications, Human Services, or Education.
- ✓ Minimum 2 years experience in training of adults in human services field.
- ✓ Experience coordinating and working with various community members and volunteers.
- ✓ Intermediate computer/software skills, especially MS Office and comfort with technology used in PowerPoint presentations.
- ✓ Excellent interpersonal and group communications skills.
- ✓ Vehicle and valid driver's license required.

Interested applicants are invited to submit their resumes with cover letters and references by to:

### **Selection Committee**

Calgary Seniors' Resource Society

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