

Program Assistant

About Calgary Seniors' Resource Society

Calgary Seniors is a bold and visionary leader in community that is both trusted and relied upon to provide essential and urgent services to older persons facing age-related challenges in Calgary. We balance social work when appropriate, and urgent supports when needed, while deeply engaging and building a network of community and volunteers to provide depth of care and connection that creates meaningful and effective change in seniors' overall well-being and quality of life.

The Seniors Social Support Team: Ignites people to provide practical and social support for seniors, and in turn their lives, communities, and organizations are enriched by the shared knowledge and meaningful relationships that are created.

Please visit calgaryseniors.org for more information.

Are you: PASSIONATE ABOUT SENIORS, CREATIVE, detailed, FLEXIBLE, responsive, ORGANIZED, patient, confident, COMPASSIONATE, efficient, personable, CURIOUS, level-headed, and a CRITICAL THINKER?

The Job: Program Assistant

- Support the delivery of programs for isolated seniors (e.g. registering clients)
- Respond to client and volunteer inquiries via email or phone
- Develop critical thinking skills to help respond to complex client and volunteer situations
- Participate in team meetings
- Support the ongoing growth and development of programs through process review and recommendations
- Maintain and manage program databases, as well as supporting other data recording initiatives
- Conduct research and implement evaluation tools
- Support the identification of trends, emerging needs and gaps
- Assist with storytelling and impact capturing
- Support the implementation of projects and program strategies

Must Haves:

- Passion and experience working with seniors
- Experience working with volunteers
- Post-secondary degree in a human services or related field
- Advanced critical thinking Skills
- Non-Profit experience
- Program delivery experience
- Ability to work independently and in a team environment
- Valid driver's license, vehicle and adequate automobile insurance
- Satisfactory criminal record check (CPIC) or Police Information Check
- Legally able to be employed in Canada

Working Conditions

- Works both in office and in community as required
- Works a standard work week (Monday-Friday, 37.5 hours, day shift) with the understanding that flexibility in scheduling may be required to meet urgent work needs and/or to accommodate the ebb and flow of routine work and may include scheduled weekends.
- Fast paced and demanding work environment that provides social support services to vulnerable people
- Psychological demands include but are not limited to working in an environment with vulnerable persons experiencing crisis.

Details

- Full time, Monday – Friday 8:30am – 4:30pm
- \$38,000-\$40,000 annually

Please Note: that Calgary Seniors' Resource Society requires the successful candidate to provide a police information check as a condition of employment.

Bonus points if you: have social media skills, are multi-lingual, and like public speaking

Our Staff & Values

Vision: Inclusive communities where connection inspires discovery, and ALL people can flourish.

Mission: To cultivate, coordinate and provide personalized client-centered supports, services and connections that help older persons on their ageing journey.

Calgary Seniors' staff are Kind, Competent and Dynamic. They work cooperatively with others in a strong team environment; demonstrate flexibility in organizing and undertaking work; show a high degree of initiative, discernment, and resourcefulness; exhibit excellent communication and relational skills; demonstrate thoughtfulness and intelligence in decision making; and focus on outcomes for older persons facing age-related challenges in our city.

Next Steps

Please submit your resume and cover letter to:

Shannon McSweeney, Program Manager
s3hiring@calgaryseniors.org – NO CALLS PLEASE