



## COORDINATOR

Age Friendly Thunder Bay has an opening for a part-time Coordinator, (21 hours per week). This individual will report to the Age Friendly Board and will be responsible for the coordination, implementation, monitoring and evaluation of all of the following including:

- Prepare meeting materials, presentations, and reports to both the board and executive
- Organize and facilitate presentations, meetings, and events
- Assist with the process of incorporation
- Help foster and develop relationships with local businesses, community groups, and other external partners
- Prepare proposals for funding opportunities
- Utilize website and social media tools for effective communication/public education purposes
- Develop a monitoring and evaluation process in order to produce regular reports of activities and outcomes to relevant stakeholders (Age Friendly Board, Age Friendly Executive, City of Thunder Bay, World Health Organization, the community)
- Participate in networks of age friendly communities
- Responsible for monitoring Age-Friendly emails

### Essential Qualifications:

Ability to demonstrate Age Friendly Core Values and Competencies through a combination of education and experience:

- Demonstrated ability in program support, coordination and event management
- Experience developing and sustaining community partnerships with many stakeholders
- Knowledge of needs, issues and services related to older people
- Experience with grant writing and ability to draft grant proposals and reports
- Able to work independently and able to work as part of an interdisciplinary team
- Excellent communication, time management, and organizational skills
- Skills in public speaking
- Strong computer skills, specifically Microsoft Office (Word, Excel, PowerPoint, Outlook) (or other similar software program)
- Ability to use technology and social media is an asset
- There will be local travel required

### Hours and location of Work:

This position works weekdays, with occasional evening and weekend hours. The majority of this position can be completed at a home office. You must be able to provide your own computer.

Job Type: Part-time

Deadline for applications: Monday, November 19, 2018

Forward to: [rebecca@agefriendlythunderbay.ca](mailto:rebecca@agefriendlythunderbay.ca)