



Internal/External Job Posting #2021-042

SHARE Family & Community Services Society has the following employment opportunity:
Program Coordinator – Seniors Services, Regular -Temporary, Part Time

Date: September 15, 2021
Start/End Date: Immediately until June 30, 2022
Location: 3020 Lincoln Avenue, Coquitlam
Hours of work: 28 hours per week
Classification/Salary: \$24.48 – 28.52 per hour, JJEP Grid Level 12
This is an HSA Bargaining Unit Position and requires Union membership.

Summary of Duties:

The Program Coordinator in SHARE's Seniors Services, is responsible for ensuring the day-to-day functioning of programs. This will include Better at Home, Safe Seniors Strong Communities and Social Prescribing program. This also includes coordinating program planning and delivery; coordination and support of volunteers; liaison with seniors, families, other service providers including contractors and other stakeholders; participating in program evaluation and development and implementation of procedures which ensure evidence-based practice.

Qualifications and Skills Required:

- Minimum post-secondary diploma in a field related to Social Work, Community Development, Gerontology or related areas;
- Minimum of 2 years' experience in program coordination including volunteer management, providing support to seniors, needs assessment, monitoring and evaluation;
- Demonstrated ability to work effectively with seniors, volunteers, other service providers including contractors, community partners and other stakeholders;
- Demonstrated strong leadership and instructional skills;
- Strong verbal and written communication skills;
- Current First Aid Certificate;
- Clear Criminal Record Check;
- Access to a reliable vehicle.

Forward resume & cover letter stating posting #2021-042:

Shae Viswanathan | shae.viswanathan@sharesociety.ca

SHARE recognizes the systemic discrimination that Black, Indigenous, Persons of Colour and many other groups have historically experienced, and continue to face in our society, and in our community. SHARE is committed to being an inclusive, welcoming and unbiased employer and service provider. Further, we are encouraging members of these communities to apply for this position. Please feel free to let us know if you carry any of these identities.