



Support Services for Older Adults

POSITION TITLE: Community Connector
Full-time: 1.0 FTE (OUT OF SCOPE – 5 YEAR TERM)
November 4, 2019 – August 31, 2024

REPORTS TO: Manager, Finance and Administration

UNION AFFILIATION: Exempt

SUPERVISION RECEIVED:

The work is performed under the direct supervision of the Manager, Finance and Administration. The successful candidate should demonstrate the following:

- Professionalism
- Confidentiality
- Team oriented approach
- Ability to work independently under pressure in a fast paced environment
- Problem solving and decision making skills
- Positive and respectful working relationships
- Adaptable to changing and challenging work assignments
- Ability to multi-task

POSITION SUMMARY:

The incumbent will assist in the coordination of the “*Improving the social inclusion of vulnerable older adults in Winnipeg project*”. In this role the incumbent will be responsible for coordinating and scheduling project partner and stakeholder meetings / consultations. Ensures that project partner’s sub-project deliverables are being met as per the terms of the agreement. The Community Connector with direction from their supervisor will develop committee agenda’s, record and transcribe meeting minutes and issue meeting packages to all project partners. The Community Connector keeps track of data, compiles and coordinates activities between the agency and outside partners. The Community Connector will be responsible for compiling and distributing all communication materials/resources that may arise from this project (i.e. brochures, fact sheets, presentations, etc.).

QUALIFICATIONS:

Education:

- Baccalaureate degree with 2 years' experience in community development. Equivalent combination of education and experience will be considered

Experience, Knowledge, Skills, Abilities:

- The incumbent has strong communications skills, excellent interpersonal skills and is experienced and comfortable working within a cooperative style
- Experience, sensitivity and awareness in working with diverse populations
- Ability to establish and maintain good working relationships with project partners, service providers and volunteers
- Exceptional oral and written communication skills
- Knowledge of the aging process
- Knowledge of community resources and community development
- Experience and sensitivity in dealing with confidential matters and materials
- Superior minute taking skills
- Demonstrated ability in developing power point presentations
- Ability to exercise sound judgment, initiative, flexibility, creativity, and sensitivity to changing situations and needs
- Ability to relate to people in a friendly, courteous manner
- Demonstrated ability to keep pertinent parties informed
- Knowledge of, and experience with, not-for-profit organizations
- Demonstrated evidence of continued professional development
- Demonstrated ability in special event planning
- Excellent organizational skills and ability to set and prioritize tasks while handling competing pressures
- Ability to work with volunteers, organizing and supporting volunteer efforts
- Experienced in program development
- Proven ability to work independently
- Demonstrated ability to operate standard office equipment and Microsoft Office software applications

Please submit resume in confidence to:

Jenna Labossiere, Manager, Finance & Administration

A & O: Support Services for Older Adults
e-mail: jlabbossiere@aosupportservices.ca

CLOSING DATE: OCTOBER 24, 2019