



## **PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)**

**Position:** Seniors' Program Coordinator

**Project:** PICS Active Aging Program

**Hours of work:** 7 hours per week

**Start date:** ASAP

**Location:** PICS Head office

**Job Summary:** PICS Surrey Intercultural Seniors' Active Aging project has been aimed to support health and well being of the senior population in lower mainland.

The program's coordinator is responsible for developing a social support for senior population in reducing social isolation and promote positive emotions. Also, facilitate workshops to assist seniors to gain the awareness, knowledge and skills to build self esteem, foster resilience and successfully lead a healthy and balanced life.

### **Key duties and responsibilities:**

- Develop workshops and learning material to facilitate effective workshops
- Ensure workshop materials and delivery tailored to meet seniors' learning style and needs
- Organize age appropriate recreational and educational programs
- Sensitive, caring and professional attitude toward staff, clients and their families
- Connect participants with appropriate community resources
- Follow up and provide continuous support to seniors as necessary
- Conduct information sessions for potential project clients
- Maintain client, service and statistical data as required by the funder
- Write Correspondence, prepare proposals, reports and statistics as required
- Seek more financial resources/services to support the project
- Perform another job related duties as assigned from time to time.

### **Qualifications and Experience**

- A minimum of 2 years of experience in facilitating and delivering programs for immigrant seniors and completion of undergraduate degree, training, experience and/or certification
- Hands on experience with all aspects of organizing events
- Experience in a group setting facilitation is required
- Possess Special talent for understanding client needs: experienced in dealing with sensitive situations in a professional and concerned manner
- Active team player and facilitator with demonstrated ability to motivate and to lead others to achieve strategic goals

- Outstanding leadership skills
- Excellent verbal and written communication skills in English.
- Proficiency in a second language (Punjabi, Hindi and Urdu) is desirable
- Reliable vehicle insured for business use and clean drivers' abstract
- Clean criminal Record check (Vulnerable sector)

**Closing date: 4:30 Friday, December 07, 2018**

Please submit application to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca). Please use Seniors' Program Coordinator

*Resume including cover letter should not be more than three pages*

*(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please).*