



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

## **Job Posting**

**Position:** Seniors Wellness and Social Engagement Coordinator  
**Location:** PICS Head Office, Surrey  
**Hours:** 35 hours per week

**Job Summary:**

The Seniors Wellness and Social Engagement Coordinator is non-clinical social work position. The position will plan and organize special events and activities to support raising the profile of community-based senior's services and support seniors to age in place. This will be done by providing a broad range of services that support seniors to remain physically active, socially engaged, and as healthy and independent as possible.

**Key Duties and Responsibilities:**

- Organize culturally appropriate activities / special events for seniors, including inter-cultural dialogues for isolated seniors and newcomers
- Cultivate the process of socialization by active participation through walking, swimming, yoga and exercising
- Contact potential attendees by phone, email, fax, and regular mail to confirm attendance
- Set up an Advisory Committee for the project with representatives from community organizations, Senior Centers, Health Professionals and local Media
- Arrange culturally appropriate, language specific workshops on Elder Abuse, Healthy eating habits, financial literacy, disease prevention and medical terminology
- Organize outdoor trips to visit historical, cultural and religious places
- Arrange insurance coverage for the events / activities / trips as needed
- Screen and recruit volunteers to help with planning and organizing the activities
- Plan and arrange logistics for the events / activities – volunteers, transportation, community halls, playgrounds and refreshments
- Manage and monitor project budget and expenses
- Design and distribute promotional flyers and brochures in the community
- Prepare activity and financial reports for funders and management
- Take photographs to document the events / activities and create an album for each event
- Gain thorough understanding of the scope and depth of existing community programs and services for seniors, and identify unmet needs in the local community, especially the local immigrant community
- Network and liaise with community agencies and invite them to participate in the special events/ activities

**Qualifications and Requirements:**

- Bachelor's Degree in Social Work or acceptable combination of education, training and relevant experience working with seniors; strong community connections and excellent computer skills are required; supervisory and/or program delivery experience in the social services sector is preferred
- Fluency in English and ability to speak a second language - Punjabi, Hindi, or Urdu – is an asset
- Volunteer experience with a non-profit organization is preferred
- Excellent interpersonal, communication and people skills
- Strong administrative, organizational and delegation abilities
- Demonstrated collaborative skills, with ability to work independently with minimal supervision
- Strong time management skills, managing of multiple situations and multiple deadlines
- Familiarity of community resources and local services for seniors
- Must be a Canadian citizen or permanent resident
- Will be required to work flexible work hours, including evening and weekend work shifts
- Clean Vulnerable Sector Criminal Record Check is mandatory
- Class 5 driver license (Class 4 preferred) with clean Driver's Abstract and access to reliable vehicle

**To Apply:** Please submit application to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca). Please use "Seniors Wellness and Social Engagement Coordinator" as the email subject.

(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.)