

Job Title: Project Assistant & Facilitator - Seniors Engagement Through Technology (SETT)
Start date: ASAP
Term: Temporary (6-month contract)
Location: Surrey
Hours: 30 hours a week

The Surrey Intercultural Seniors Social Inclusion Partnership Network Project is a collective impact initiative aimed to address barriers to social inclusion for seniors 55+ in Surrey with an intercultural focus. The project is a partnership between 6 organizations. PICS is leading the project as the Backbone Organization along with the City of Surrey, Seniors Come Share Society, Sources, Semiahmoo House Society and FRAFCA as Collaborating Organizations. Each organization will be leading neighborhood specific initiatives to address the objectives of the project and making Surrey a more intercultural and inclusive community for its seniors.

We are looking to hire a Project Assistant & Facilitator to run the PICS lead initiative, Seniors Engagement Through Technology. This position will involve;

- Planning, developing, implementing, evaluating resources (manuals & podcasts) and facilitating classes for seniors from different cultures, that enable them to learn the use of technology (computers, I-pads, smartphones and laptops);
- Developing Train-the-Trainer processes, curriculum and delivery – to train practicum students and community members to train seniors at the Senior Care Homes;
- Developing, implementing content for social engagement – podcasts on interculturalism in Surrey, intercultural connectedness etc;
- Providing orientation, supervision and support to trainers;
- Organizing feedback from seniors on the website and other materials to ensure it is senior friendly;
- Working with existing partners and establishing new partnerships in Surrey;
- Managing, monitoring and recording expenditures, purchasing supplies and equipment as required for the project and events;
- Liaising with community recreation/social agencies to create awareness to promote participation;
- Promoting and marketing the initiative through developing marketing materials and activities;
- Maintaining inventory, tracking progress, identifying gaps and addressing them proactively, maintaining records and reporting outcomes on a regular basis; and
- Completing, updating and maintaining all records and documentation in a timely manner.

Qualifications and Experience:

- Degree in a related discipline; or the equivalent of education, training, experience and certification;
- Advanced computer and technological skills. Knowledge of design programs an asset;
- Minimum 2 - 3 years' experience, specifically working with seniors and facilitating;
- Coaching or supervisory experience would be an asset; and
- Proven experience developing productive, professional relationships with clients and employers.

Knowledge and Abilities:

- Ability to develop, organize, coordinate, deliver, and evaluate project activities;
- Ability to supervise and work independently with minimal supervision;
- Ability to facilitate workshops;
- Ability to analyze and problem solve with excellent decision making and multi-tasking skills;
- Knowledge of adult learning techniques, gerontology, aging and other disabling conditions will be an asset;
- Excellent communication skills, both verbal and written; and
- Must have a valid BC Drivers License and a vehicle.

How to Apply: Please submit a resume and cover letter, stating salary expectations to PICS HR Department at career@pics.bc.ca. Please use the job title 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.