Position: Project Coordinator
Project: Seniors on the Go - SISSIP
Hours of work: 35
Location: PICS Head Office

Project Summary: The Seniors on the Go project aims to promote social engagement and interculturalism to seniors 55+ living in Surrey. The project focuses on developing new connections and sharing cultural learnings to make Surrey a more inclusive community. Seniors participate in various field trips, workshops, and events that focus on culture, leisure, and wellness.

The Project Coordinator is responsible for leading and organizing the project activities and ensuring project deliverables and milestones are met.

Duties and Responsibilities

- plans, develops, and implements project activities and timelines;
- works with community partners and vendors to establish new partnerships and
- networks;
- develops and maintains timely and accurate financial statements and project reports
- organizes feedback from seniors around the project activities, website and other materials to ensure it is senior-friendly and constantly evolving for better;
- manages, monitors and records expenditures, purchasing supplies and equipment as required for the project and events;
- liaises with community recreation/social agencies to create awareness to promote participation.
- promotes and markets the initiative through developing marketing materials and activities;
- maintains inventory, tracks progress, identifies gaps and addresses them proactively;
- maintains records and reports outcomes on a regular basis; and
- completes, updates, and maintains all records and documentation in a timely manner.

Qualifications & Experience

- degree in a related discipline; or the equivalent of education, training, experience and certification
- knowledge of designing programs is an asset;
- minimum 2 - 3 years' experience, specifically working with seniors and planning projects
- ability to develop, organize, coordinate, deliver and evaluate project activities;
- ability to supervise and work independently with minimal supervision;
- ability to analyse and problem solve with excellent decision making and multi-tasking skills;
- knowledge of adult learning techniques, gerontology, and aging will be an asset;
- excellent communication skills, both verbal and written;
- valid Drivers' license and access to suitable vehicle, and
- negative Criminal Record check (vulnerable sectors).

How to Apply: Please submit a resume and cover letter, stating salary expectation, 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.

This position is subject to final funding approval