

Multicultural Grant Project

Coordinator

The Riverside South Community Association (RSCA), a non-profit, volunteer-run organization, has received a grant from the Ontario Ministry of Citizenship and Immigration for a project which aims to encourage seniors from diverse backgrounds to participate in RSCA-organized seniors' activities. These activities are meant to contribute to seniors' physical, psychological and social well-being – in particular, to their being healthy, active, independent, engaged and contributing members to the community. Therefore, the RSCA is searching for a part time, project coordinator to lead the planning, launch, and monitoring of these activities, under RSCA management.

RESPONSIBILITIES

- Consult with RSCA and other key stakeholders in order to identify activities for seniors that are in line with the aims of the project
- Create a related workplan
- Obtain RSCA President approval for the plan
- Implement it—being careful to monitor progress (using quantitative and qualitative measures), and to adjust the plan and related activities as necessary
- Work to develop networks further
- Set up and maintain databases and other project records, as required
- Report to the President on a monthly basis and seek its guidance, as necessary
- Prepare and submit final report
- Provide input into project evaluation, if one is undertaken

QUALIFICATIONS

Education

- Degree in a relevant field

Experience

- At least three years recent experience organizing community events such as workshops and information sessions for people from diverse backgrounds, monitoring their implementation, recognizing and overcoming implementation challenges (e.g., lack of engagement) and building on successes, planning for sustainability, keeping appropriate records, and preparing statistical and narrative reports for management and funders, in cooperation with stakeholders and volunteers
- Experience working with one or more non-profit organizations as a volunteer, contractor, and/or employee

Knowledge

- Knowledge of standard practices related to project management
- Familiarity with issues facing today's seniors from diverse backgrounds, and with approaches to addressing these issues (including approaches that involve seniors themselves in planning, decision making, and project implementation)
- Good working knowledge of *Word*, *Excel*, email and other internet applications
- Good command of spoken and written English; and ideally, of one or more of the other mother tongues spoken by a significant number of Riverside South residents (e.g., Arabic and Mandarin)

Other Qualifications

- Strong organizational skills
- Demonstrated ability to think strategically; to take initiative; and to work effectively and independently
- Demonstrated commitment to community building

Assets

- Master's degree in relevant field
- Good command of spoken and written French

Conditions of employment

- Willing, able and equipped to work from home and in community settings, as required
- Available to work approximately 15 hours per week, although schedule is expected to vary from week to week, depending on requirements and deadlines
- Willing and able to work evenings and/or on weekends, as required

Note: you must clearly demonstrate in your résumé how you meet the education, experience and knowledge criteria. It is not sufficient simply to state that the qualifications are met or to provide a listing of current or past responsibilities. Rather you must clearly demonstrate WHEN, WHERE and HOW you acquired each qualification by giving examples. Failure to provide the above information may result in your application being rejected.

Submitting Your Application

Your application should include your résumé and a cover letter.

Applications received by regular mail will NOT be accepted. **ONLY EMAILED APPLICATIONS SENT TO THE FOLLOWING EMAIL ADDRESS WILL BE ACCEPTED:**

president@riversidesouth.org

THE DEADLINE FOR APPLICATIONS IS 5:00 PM Monday June 11, 2018.

If you are being considered for this position, you may receive an e-mail asking you to confirm your interest. This e-mail may also ask for additional information to be submitted within 72 hours.

It is your responsibility to check your e-mail account regularly to ensure that you do not miss out on any opportunities. Failure to respond in the appropriate timeframe may result in your résumé not being referred to the selection committee.

Our intention is to communicate with candidates via email. Candidates who apply on this inventory must include in their application a valid e-mail address and to make sure that this address is functional at all times and accepts messages from unknown users (some email systems block these types of email). It is the candidate's responsibility to provide any changes to their personal information to the contact indicated on this job advertisement.

Preference

Preference will be given to Canadian citizens.

We thank all those who apply. Only those selected for further consideration will be contacted.