

Nelson CARES Society, Kootenay Seniors Program
External and Internal Job Posting



Job Title:

KOOTENAY SENIORS TRANSPORTATION PROGRAM COORDINATOR

Effective Date: September 11th, 2018

Job Summary

The Kootenay Seniors Transportation Program Coordinator position is part of Nelson CARES Society's Kootenay Seniors Program. The Coordinator is responsible for all aspects of the program, reports to the Kootenay Seniors Program Manager and is supported by the Kootenay Seniors Transportation Working Group.

Duties and Responsibilities

- Advise seniors about transportation service options; provide support, advocacy and referrals
- Conduct outreach activities throughout the West Kootenays, to seniors and seniors groups as well as community and health services providers/agencies
- Develop and conduct Transit Training demonstrations and transportation presentations for seniors
- Connect and build relationships with senior-serving organizations, community services and health care providers; work with community partners to improve service coordination
- Coordinate and work collaboratively with all relevant stakeholder groups, including the program Working Group: Nelson Transit; West Kootenay Regional Transit; City of Nelson; RDCK Regional Directors; area Seniors Branches; Connected Communities; Salmo Volunteer Driver Program; Kootenay Carshare; Kootenay Rideshare; and other representatives added as needed
- Work with stakeholders to develop transportation resources for seniors, such as bus service to Kelowna for medical appointments
- Launch and coordinate the Kootenay Seniors Volunteer Driver Program (2019) – a separate description is available for this pilot project
- Develop content for the Kootenay Seniors website Seniors Transportation page, as well as updating the website resource directory with new or changing transportation services and resources
- Organize and coordinate project events as required, including the transportation vendor table for the annual Kootenay Seniors Fair
- Collect project statistics and client data as required, including developing and administering client surveys, and assist the Program Manager with analysis, evaluation and reporting as requested
- Assist the Program Manager with development of grant proposals and funder reports
- Assist the Program Team with shared responsibilities such as reception and planning the annual Seniors Fair

Qualifications

Education, Training and Experience:

Undergraduate degree in social work, communications or a related field plus a minimum of five years related experience. More extensive/related experience may be accepted in lieu of degree.

Specific Job Qualifications:

- Satisfactory Criminal Record Check
- Driver's license and regular access to a reliable vehicle
(Travel within West Kootenay region required; travel expenses paid)

Skills and Knowledge:

- Experience working with seniors; demonstrated comfort level communicating with seniors in a respectful and effective manner
- Experience working in community development and/or community services
- Experience working effectively with diverse community stakeholders
- Excellent verbal and written communication skills, ideally including:
 - Experience working with the media
 - Producing high-quality written materials (pamphlets, posters, reports, etc.)
 - Public speaking and presentations, including PowerPoint
 - Writing website content and experience with social media
- Knowledge of the geographic area of the West Kootenays
- Ability to work independently with minimal direction, to prioritize and meet deadlines; excellent time management skills and flexible schedule
- Understanding of FOIPP and the importance of client confidentiality
- Research skills would be an asset
- Knowledge of the needs and concerns of the Kootenay seniors' population; experience working with vulnerable seniors would be an asset
- Knowledge of seniors' transportation challenges, related concerns and the transportation services available in the region would be an asset
- Working knowledge of project outcomes measurement, including survey design and analysis; experience with Survey Monkey would be an asset
- Experience with fund development and grant writing would be an asset

Term: 1 year contract, with possibility of renewal annually for project term (3 years)

Compensation: \$20/hour

Hours of Work: Thirty (30) hours/week

Location: 709A Vernon Street, Nelson BC

Deadline for Application: September 6th, 2018

Please send Resume with cover letter highlighting relevant experience and skills in PDF format to:

Corrine Younie, Manager, Kootenay Seniors Program at cyounie@nelsoncares.ca

Thank you to all applicants for your interest in Nelson CARES Society

Please note that only candidates chosen for interview will be contacted

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