



November 7, 2023

Job Posting #: 05\_2023\_KS

## **INTERNAL AND EXTERNAL JOB POSTING NELSON CARES SOCIETY - KOOTENAY SENIORS PROGRAM**

### **POSITION: PROGRAM ASSISTANT**

**PERMANENT PART TIME POSITION (21 HOURS PER WEEK)**

**LOCATION: LAKESIDE PLACE, 805 NELSON AVENUE**

Nelson CARES Society is a not-for-profit organization that provides programs and initiatives in advocacy, housing, employment support services, and environmental stewardship. The Kootenay Seniors Program is one of its programs that provides information, resources, and coordination of services for seniors.

#### **Duties and Responsibilities:**

1. Provides assistance to the Kootenay Seniors team in setting up activities at Lakeside Place.
2. Provides assistance to the Kootenay Seniors team in planning and implementing new programs and activities for seniors in our community.
3. Provides assistance in recruiting volunteers for all Kootenay Seniors programming.
4. Engages in Community Outreach for all Kootenay Seniors programming.
5. Assists with office administration tasks for the Kootenay Seniors program.
6. Assists with fundraising and pursues funding opportunities on behalf of the Kootenay Seniors program.
7. Collects and reports on statistics pertaining to events and activities.
8. Assists with surveys in our senior community.
9. Assists with the annual Kootenay Seniors Fair.
10. Participates in OH&S meetings.
11. Performs other related duties as assigned by the Manager.

#### **Job Skills and Abilities:**

1. Superior verbal and written communication skills.
2. Respectful, clear, and helpful telephone and greeting manner.
3. Excellent computer skills with proficiency with a diverse range of software programs.
4. Ability to deal with people in crisis in a non-judgmental and confidential manner.
5. Ability to manage a wide range of requests and interruptions throughout the course of a day.
6. Superior organizational skills.

#### **Education, Training and Experience:**

A minimum of 2 years related experience working with seniors in the community, or equivalent experience in the Social Services field or related educational background.

**Employment Requirements:**

1. Satisfactory Criminal Record Check
2. Valid Class 5 driver's license and regular access to a reliable vehicle
3. Access to internet/cell phone

**Start Date:** As soon as possible  
**Days of Work:** Monday to Friday  
**Remuneration:** \$22.80/hr to start (Grid Level 6, Step 1)  
**Application Deadline:** Open until filled

**Please e-mail a cover letter and current resume with e-mail addresses of three references to:**

**Human Resources Coordinator**

Email: [recruitment@nelsoncares.ca](mailto:recruitment@nelsoncares.ca)

*(Please quote position and job posting number on subject line)*

*Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications.*