



CONTRACT AGREEMENT	
TYPE: Term	Financing (if applicable):
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DATE EFFECTIVE: 15 May 2021	
APPROVED BY: Corey Mayville, JP Melville	
DATE APPROVED: summer 2021	
DATE REVISED:	

JOB / POSITION DESCRIPTION

Job Title: Seniors Inclusion Community Outreach Coordinator

Project Title:

Collective Impact at Bronson Centre: Improving Seniors Social Inclusion Through a Community Hub
 Project Working Title: Bronson RISE – Real Inclusion for Seniors Everywhere

Funder:

ESDC Employment Social Development Canada

Fund:

New Horizons for Seniors Program Pan Canadian Stream 2019 – Social Inclusion

This part time / full time position (depending on candidate and funds available) is Ottawa-based and you will be working under contract for Bronson Centre Inc. Your activities are largely responsible to the Bronson Centre Inc contribution agreement with Employment and Social Development Canada. The project working title is Bronson RISE (Real Inclusion for Seniors Everywhere) project. With seniors inclusion as the overarching objective, the position will support our project’s collaborating organizations and the surrounding community. Activities will be to support the administrative details of a number of sub-projects, reporting duties to the funder, and to raise community awareness of the broader project at Bronson Centre.

Maximum working hours: part time / full time

Hours are fixed by funding available.

Work Start: summer 2021

Term: 3 month initial, annual to 2024

Location: site based at 211 Bronson Avenue & virtual at home

Your unique qualities:

- 5 years relevant experience, ideally in an area advancing community development, social change, seniors inclusion
- Strong active listening skills to help identify and connect with seniors and those who know and care about them, improve working relationships, understand different community needs and

summarize key takeaways

- Lived, worked or are otherwise currently familiar with the Bronson St./Somerset West neighbourhood
- An understanding of, and enthusiasm for promoting the active inclusion of the neighbourhood's diverse population, especially those 55+
- Ability to work independently
- An understanding of change management, with analytical and research skills
- Background in project management, organizational, events/work planning and time-management skills
- Competencies in use and design of survey tools, evaluation skills and report-writing
- Excellent written and oral communication skills
- Meaningful connections to people from various and marginalized backgrounds
- Relationships with communities and organizations in the Bronson Centre neighbourhood
- Understanding of issues of importance to vulnerable seniors is an asset Criminal record search required

Unique Responsibilities You Have for the Project:

Collective Impact:

- Performing outreach to collaborating organizations to build relationships, maintain streams of communications, and promote project inclusiveness.
- Managing details of the five year project's critical path, as per the general workplan and annual collaboration projects
- Ensuring program team establishes achievable deliverables with concrete timelines towards the mission goals of stakeholders and of the contribution agreement
- Ensuring coordination of projects and facilitate collaboration within the program team
- Reporting to and supporting the Project Manager and engagement with the Project Director on ensuring that the five year overarching <wind down> and <sustainability> objectives are being considered in activities, sub-projects and with collaborating organizations

Logistics Support to Projects and Collaborating Organizations:

- Ensuring the maintenance of accurate and coherent program records in digital format, with paper backup as required
- Tracking all project timelines including start dates, dependencies, deadlines, and resources, and ensure program team is adhering to agreed upon timelines
- Tracking reporting and monitoring obligations with ESDC including quarterly activity reporting, claims reporting, and future program expenditures
- Supporting the team on occasion with program management software such as OneDrive / Team Pages, Microsoft Project, Survey Monkey, Office 365 etc. and physical tools to manage projects
- Responsibility for keeping track of the IT hardware of the project (inventory and occasional backups)

Common Responsibilities:

- Working in a manner that represents and enhances the mission of Bronson Centre
- Working in a manner that incorporates the values of partner agencies, especially health promotion, recreation, housing needs and opportunities, entertainment and culture
- Working in a manner that incorporates and supports the values of collaborating organizations
- Incorporating and strengthening collaborative and interdisciplinary relationships and networks.
- Respecting and valuing the diversity of communities and individuals.
- Contributing to the Centre's work by participating in meetings and committees as they arise
- Working during both regular and extended hours of operation in locations identified by the Centre.
- Contributing to the Centre's efforts to secure and maximize resources for current and new programs, services and activities.
- Participating in the Centre's efforts to enhance its capacity through staff development.
- Working in a manner that preserves confidentiality and seeks to minimize risk in keeping with Privacy and Confidentiality Policies and Procedures

Potential Qualifications:

- Diploma in Gerontology, Community Development or Social Services, business diploma or combination of education and minimum of 2 years' experience in community development
- Minimum of 2 years' experience in community development approaches & outreach strategies, including collective impact
- Experience working with seniors and volunteers in a multicultural environment
- Experience managing volunteers and implementing volunteer management systems
- Strong group facilitation and adult education skills
- Experience in community development processes evaluation
- Knowledge of seniors' issues and how to promote healthy aging
- Excellent inter-cultural communication and conflict resolution skills
- Ability to work collaboratively with culturally diverse community residents, volunteers, co-workers and community service partners
- Demonstrated ability to work collaboratively with others to achieve common goals and positive results
- Excellent written and verbal English skills. Second language representative of Bronson Centre neighbourhood an asset.