



## EMPLOYMENT POSTING: **Coordinator, InterGen North Shore**

Founded in 1976, North Shore Community Resources' (NSCR) mission is to enhance well-being, social connections, empowerment and community participation by designing and delivering programs and services to create a thriving North Shore. To learn more about NSCR, see our [Annual Report](#) and visit our website at [www.nscr.ca](http://www.nscr.ca).

NSCR seeks a **contract** (approx. 16 hours/week) **project Coordinator, InterGen North Shore** to provide the overall coordination and delivery of the InterGen NS program supporting Intergenerational programs and resources across the North Shore. This position is part of a pilot project working with the SFU Gerontology program and will run approximately November 2021 to the end of March 2022. This position is a five-month contract with possible extension. This person will be based in person at NSCR with some remote work possible.

### **Responsibilities**

The **Coordinator, InterGen NS** will:

- Promote the benefits of intergenerational programming to the community, organizations and governments to assist the community to increase their knowledge of and participation in intergenerational programming
- Develop, up-date and implement an outreach plan for InterGen NS to connect with other agencies to market the program
- Assist the general public to learn about and connect to available intergenerational programming on the North Shore including assisting individuals as appropriate
- Act as a resource person for North Shore NPOs and local governments to provide expertise, advice and support for organizations either considering launching intergenerational programs or expanding their current programming
- Facilitate intergenerational activities and workshops for NSCR
- Maintain up to date information on InterGen NS programs and services available on the North Shore.
- Interact with community service agencies to obtain and provide information on programs and program changes
- Produce and maintain an up-to-date resource guide of Intergenerational opportunities (similar to NSCR's Seniors Directory)
- Maintain up-to-date knowledge and expertise regarding Intergenerational sector developments

The InterGen NS Coordinator's program administration responsibilities include:

- Ensure appropriate evaluation of the impact of the program and reporting to funders, NSCR and others
- Coordinate and analyze collection of data for annual statistics and program surveys
- Ensure the InterGen NS program is appropriately promoted through NSCR communication platforms including the NSCR website, newsletters, social media, as well as other appropriate media platforms
- Identify and act on funding opportunities for the program in collaboration with the Manager, Community Engagement and Seniors Programs
- When appropriate attend community meetings or events

Qualifications, Skills and Experience:

- Relevant educational background such as a Bachelor or graduate degree in social sciences, health promotion, communication or combination of knowledge and experience
- Passion for, knowledge and experience with intergenerational programming
- A broad scale definition of intergenerational opportunities in a community that embrace diverse and varied ages, life circumstances and interests
- Excellent interpersonal, research and communication skills (oral and written)
- Self-starter with strong organizational skills and good judgment about when to seek guidance and direction
- Experience with effective program promotion/marketing and use of social media
- Proficiency with Microsoft Office Suite, Google, Zoom, social media and other technology platforms
- Experience with facilitating workshops and dialogue activities in an inclusive and equitable manner
- Knowledge of other North Shore social services agencies and local governments
- Availability for weekend/evening work and ability to travel across the North Shore
- Other languages are an asset.

Applications:

Please send *electronic* applications (cover letter + resume) to Sue Carabetta, Manager of Community Engagement and Seniors Programs: [sue.carabetta@nscr.ca](mailto:sue.carabetta@nscr.ca)

*NSCR values diversity and inclusivity. We encourage all individuals inclusive of any identity to apply. Only those applicants selected for an interview will be contacted. We thank all individuals who have submitted an application for their interest.*

*Salary Range: \$24-25/hour*

**Application Deadline:** This position will remain open until a suitable candidate is found.