



# LITTLE MOUNTAIN NEIGHBOURHOOD HOUSE SOCIETY

102 - 1193 Kingsway Vancouver, BC V5V 3C9 | P: 604.879.7104 F: 604.879.7113

## Job Posting: Older Adults Program/Services Team Lead

**Apply by August 22, 2024**

### Overview

This position reports directly to the Settlement and Older Adults Director and works with a small part-time team.

### Qualifications/Skills

- 4 years' experience in community with older adults; commitment to age equity /DEI
- University degree or equivalent combination of experience and education in a relevant field (community development, gerontology, social work)
- Demonstrated ability to provide leadership and staff supervision/support; partnership development
- Proven experience in project coordination and program development; ability to plan, mobilize, and evaluate various initiatives.
- Proven ability to develop programs and secure funding to implement programs.
- Excellent organizational, interpersonal and communication skills.
- Demonstrated ability/capacity in budget management, record keeping and report writing
- Knowledge of the LMNHS/Riley Park and experience working with relevant local funders.
- Ability to work collaboratively with diverse community residents, volunteers, co-workers and community service partners specifically within the older adults' sector.
- Strong interpersonal, organizational, leadership and communication skills.
- Understanding of the Neighbourhood House Model of Service Delivery, experience working in neighborhood houses preferred
- Additional languages an asset

### Program Development

- Collaborates with older adults, older adult team and Program Director to develop funding resources, build staff team and develop structure guided by results of older adults' forum and relevant research.
- Leads the development of funding proposals and identifying new funding opportunities for staff to sustain or augment community-based activities.
- Ensures documentation and systems are accessible, consistent and efficient.
- Plans for outreach strategies, leadership training, mentorships
- Works collaboratively to respond to emerging needs by developing new programs/resources.
- With an eye to innovation, develops partnerships with seniors' serving agencies supporting seniors to lead and implement community-based projects.
- Understands the current landscape of seniors' services, in which seniors "age in place"; have diverse needs and interests arcing over decades; and where social prescribing is important.

## **Program Management and Coordination**

- Coordinates services including emerging community development opportunities.
- Creates, implements, delivers and evaluates programs.
- Plans, administers, monitors and controls program budgets.
- Organizes resources, including human, financial and other, to achieve goals.
- Monitors, evaluates, documents outcomes ensuring programs meet funder, community and agency expectations.

## **Staff and Volunteer Management**

- Assists in the development of progressive human resource practices in collaboration with the leadership team.
- Guides team on broader initiatives such as climate change work and multigenerational offerings.
- Work with the Community Engagement Coordinator, Volunteer and Events Coordinator, members of the settlement team and the part-time older adults staff team to implement activities and achieve outcomes.
- Hire and support staff (programmers, facilitators, contractors) for older adults' team.
- Support and lead planning circles as needed to co-design and implement activities
- Responsible for the administration, management and monitoring of services and program outcomes.

## **Salary & Anticipated Start Date**

Payment: \$26.89-30 per hour, 100% employer-paid benefits after 6 months, 6% vacation leave

Duration and Days: 21 hours per week, flexible/hybrid

Start Date: September 2024

## **APPLICATIONS DUE by at 5pm August 22, 2024**

**Please send cover letter and resume by email to** Diane Wilmann, Director of Settlement and Older Adults at [dianew@lmnhs.bc.ca](mailto:dianew@lmnhs.bc.ca)

*Thank you for your interest in Little Mountain Neighbourhood House. Only short-listed candidates will be contacted. Little Mountain Neighbourhood House is an Equal Opportunity Employer.*