**Coordinator Westside Seniors Hub**

**Job Details**: Contract Position: $25 per hour.
**Schedule**: 14 hours per week; flexible hours and workdays can be negotiated; start date June 3rd, 2024.

The Westside Seniors Hub (WSH) is dedicated to improving the lives of seniors on the Westside of Vancouver (Kitsilano, Dunbar, Arbutus Ridge, Point Grey, Kerrisdale, Shaughnessy, South Granville). Our mission is to build a more responsive and resilient community for seniors through the power of collective action.

The Council Coordinator is a new 14 hours per week position to assist WSH leadership in the coordination and outreach to Westside stakeholders on seniors’ issues. We are looking for a self-motivated individual with an interest in seniors’ issues. The Coordinator will report to the WSH Chair and work with WSH Council volunteers.

**Responsibilities:**

* Participate in planning, developing and implementing WSH priorities
* Coordinate meetings of WSH Council (monthly), Partner Organizations (quarterly) and working groups as required
* Develop and maintain relationships with community partners
* Collect and analyze data, and report results using digital applications for record-keeping and public education
* Maintain and enhance WSH website and contribute to its quarterly newsletter

**Qualifications and Skills Required:**

* Knowledge and understanding of seniors’ issues, community-based planning processes, and capacity building
* Ability to work with Council and independently, assist with groups and coordinate projects
* Effective interpersonal, written and verbal communication skills
* Ability to navigate Microsoft Office and Internet
* Cross-cultural communication, understanding, and experience
* Knowledge of Westside area would be an asset
* Two years related experience or an equivalent combination of education, training and work on seniors’ issues and community development would be an asset

**Required:** Criminal Record Check

Please apply in writing to the Chair of WSH Council, Mary Jane MacLennan, at info@westsideseniorshub.org with a cover letter and resume by May 13**th**, 2024. We thank and acknowledge all applicants and will proactively contact those selected for interviews.

Along with our Partners, WSH is an equal opportunity employer. We place high value on diversity and encourage qualified individuals from all backgrounds and identifies to consider applying for this position.

For more information about the Westside Seniors Hub visit [www.westsideseniorshub.org](http://www.westsideseniorshub.org) and our Lead Partner, Kitsilano Neighbourhood House visit [www.kitshouse.org](http://www.kitshouse.org).