



Co-op Connections for Independence

Program Coordinator

Contract Position

May – October 2017

The **Co-operative Housing Federation of BC (CHF BC)** has a six month contract position to establish a resource program for older adults living in housing co-operatives.

CHF BC represents over 240 housing co-operatives in British Columbia. Our mission is to unite, represent and serve our members in a thriving and prosperous co-op housing movement. In pursuit of that mission and with a grant from the BC Co-operative Association, the *Co-op Connections for Independence* program will provide housing co-ops with the resources they need to support seniors as they age in their community.

Project Purpose

Co-op Connections for Independence will link the larger seniors' community to the co-op housing community by establishing a program that gives housing co-op members access to resources and information to assist seniors living in housing co-ops. Resources will be available electronically and/or delivered through workshops and special events highlighting tools available for dealing with aging-in-place challenges.

Deliverables

The program coordinator will work collaboratively and under the direction of the management team to:

1. Assemble a network of resources and information to assist seniors living in housing co-op communities
2. Populate and maintain the aging-in-place web pages on CHF BC's website to provide easy access of information to aging co-op members and those who want to support them
3. Use content management systems and other tools to analyze website traffic and user engagement
4. Work collaboratively with the education program to identify core topics for education opportunities, experts to lead workshops, and access to relevant information
5. Support the education program in organizing and facilitating workshops focused on supporting aging-in-place and providing tools for dealing with related challenges
6. Support the member relations program in organizing and facilitating special events relating to aging-in-place initiatives and support

Knowledge

- Two years' related experience or an equivalent combination of post-secondary education, training and experience
- Basic technical knowledge of HTML and web publishing
- Recent experience using MS Office, Excel and Word Press
- Demonstrated experience in group facilitation and community engagement
- Knowledge of seniors' issues and locating community resources
- Experience working with older adults is an asset

Skills

- Experience advocating on behalf of a subset of the community
- Strong multi-tasking and organization skills
- Excellent written and verbal communication skills
- Excellent editing and presentation skills
- Able to analyze data and draw conclusions

Abilities

- Ability to work collaboratively within a diverse team
- Ability to build and maintain strong relationships with community stakeholders
- Ability to perform at high level in stressful situations
- Ability to take initiative and make independent decisions
- Creative, enthusiastic, adaptable and a good sense of humour

Other Job Requirements

- Travel is required in the Lower Mainland and Vancouver Island
- Ability to attend evening events both on the mainland and on Vancouver Island is mandatory
- Ability to meet intensive and changing deadlines
- Ability to interact positively with older adults

If this is the opportunity you have been looking for, please submit your cover letter and resume to Michelle Iversen at miversen@chf.bc.ca by 4:30 p.m. (Pacific Standard Time) on Monday April 17, 2017.