



Lillooet Learning Communities Society
Sát'mec Ull'usmíntwal' Szwátet.scal



Lillooet Learning Communities Society - Sát'mec Ull'usmíntwal' Szwátet.scal

Phone: (250) 256-3709

PO Box 588

633 Main Street – Community Connect HUB

Lillooet, BC V0K 1V0

Job Opportunity – Elder Connect Coordinator

About Lillooet Learns:

The Lillooet Learns (LLCS) is a not-for-profit organization incorporated in 2002 that envisions a good life for all in St'át'imc territory. LLCS has a mandate of 50% parity in the leadership team and an objective to grow this representation in LLCS at all levels of the society's operations.

LLCS creates an enduring, learning community by promoting learning in all forms for the benefit of people in all of Lillooet and St'át'imc communities. The organization's goals are to create a community of lifelong learners, to bridge partners together through collaboration, to lead initiatives that impact communities to be inclusive, respectful, equitable and striving for reconciliation, as our communities grow and become economically resilient.

Lillooet Learns as the host organization of the Community Connect Innovation HUB and the associated program called **Elder Connect**, is searching for another team member to support seniors in our communities.

About the Position:

The Elder Connect Coordinator works with the operations team and community partners to coordinate program services, including the Better at Home program, shop and deliver, and seniors' events and gatherings.

This person will be highly competent at running programming and will be responsible for developing all aspects of the program based on funder requirements and community needs. This position is for someone who is highly flexible, who has a willingness to do some work from home, can complete tasks on their own and who has excellent people skills.

This position requires coordination of community members, volunteers, staff, and contractors to meet program requirements. It is an administrative-focused role with aspects of scheduling, dealing with client information, financial reporting, and writing proposals.

Compensation:	\$32-35/hour, 32-34 hours a week (depending on experience and qualifications)
Contract Type:	Employment Contract
Contract Length:	1 year (with 3-month probation)
Schedule:	4 days a week, at 633 Main Street (flexible options with hybrid)
Reports to:	Managing Director
Works Closely With:	Volunteer and Communications Lead and Community Connector

Lillooet Learns is ready to negotiate elements of the job position with potential candidates. Please apply even if you may be interested in different hours or have specific requests.

Our team is willing to negotiate the number of hours per week to accommodate employee needs.

Key Duties and Responsibilities

Community

- Build and maintain networks within the community and strengthen relationships within the community-based senior serving sector.
- Maintains existing Elder Connect community advisory group to inform the development of the program in the Lillooet region and arranges/attends community meetings as needed.
- Plan and attend advisory meetings and invite representatives from community organizations.
- Plans and coordinates seniors' events in collaboration with the senior advisory and other Lillooet Learns staff.

Administration

- Maintains up-to-date records, produces required written reports and program budget reports to the Director and Board of Directors
- Develop program website content and update website pages and portals relating to the position
- Maintains statistical and financial records for accountability, funding applications, funder reports, and program development purposes
- Assists in the creation, monitoring, and execution of the program budget and ensures services are provided within the financial budget

Coordination

- Maintains a process and procedure manual for offering services to program participants
- Conducts outreach and implements marketing measures to connect to isolated or vulnerable seniors to ensure accessibility of services
- Recruits, works with, schedules, and oversees volunteers, staff, and contractors to carry out the required service and provides training to perform required tasks
- Develops and maintains supportive relationships with existing and new senior clients receiving program services
- Develops and maintains a plan for engaging with Indigenous Communities regarding senior support services, including complementing existing services being provided and reaching parity across program participants
- Attends meetings with Community Connect Innovation HUB Team, Better at Home Coordinators, United Way representatives, and any applicable community meetings, including board meetings
- Ensures all services meet Better at Home standards

Other

- Documents participant's interactions, reports, and other administrative duties as required.
- Participates in the evaluation of programs, including the collection of participant data, reporting at regular intervals, and attending communities of practice.
- Maintains a high level of confidentiality in all matters related to clients and community partners.
- Engages and participates in educational training and workshops for seniors on topics such as healthy aging and other relevant topics.
- Seeks out personal and professional development opportunities

Qualifications & Experience:

- Experience in developing and managing community programs.
- Knowledge of seniors' issues and challenges related to healthy aging.
- Experience working with seniors and diverse populations from different cultures and socio-economic backgrounds.
- Knowledge of the community resources, programs, and services.
- 2 years of related experience is preferred.
- Education in social science/human services or related discipline is an asset
- Administrative and financial reporting experience is preferred.

Job Skills & Abilities:

- Demonstrated ability to connect with and support seniors.
- Strong written and oral communication skills and ability
- Excellent interpersonal and customer service skills – specifically with seniors
- Proficiency in MS Office, Google Drive, and other basic computer applications
- Excellent program planning, time management, and organizational skills
- Strong collaborative skills and proven ability to establish and maintain effective working relationships with all internal and external contacts.
- Ability to work independently with strong time management and organizational skills.
- Flexibility and good humor

Other Requirements:

- Clear Criminal Record Check (Vulnerable Sector)
- Occasional travel throughout our region
- Able to work occasionally on evenings or weekends
- Driver's license and appropriate insurance
- Ability to work from home is an asset

Lillooet Learning Communities Society is an equal opportunity employer that embraces diversity and encourages an attitude of lifelong learning.

Interested candidates, please apply by emailing your Cover Letter and Resume to manager@thehublillooet.ca CC elderconnect@thehublillooet.ca and use the following e-mail subject line “**Application for Elder Connect Coordinator**” by April 24th, 2025.

While we appreciate all applications, only those selected for an interview may be contacted.