



# The Social Planning Council of Peel

## INTERNAL/EXTERNAL JOB POSTING

**Project Coordinator** – Seniors Project (ANSKI Dumpling Social Engagement Program)

**Position Type:** One-Year, Part-time, Contract

**Salary:** \$25/hour

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The Social Planning Council (SPC) of Peel is a registered non-profit (or not-for-profit) organization that works to ensure social justice and a higher quality of life for all people in Peel Region. More specifically, the SPC of Peel's participation in cultivating an inclusive and prosperous Peel Region includes research, the development of other non-profit organizations, and the creation of programs that address community or regional needs. The SPC of Peel is 52 years old, and its services are essential in the socioeconomic landscape of the 21st century. To phrase it succinctly, the diverse population of Peel will experience more success when organizations are developed and programs are created on the basis of reliable and regionally relevant research.

This position will require working in close collaboration with the Social Planning Council of Peel and the Philosophy and Life Strategies (PALS) Conversation and Network Group. This position is funded by the Ontario Trillium Foundation.

### **Major Responsibilities:**

- **Management:** Oversees project goals and objectives and coordinates the implementation of the Seniors Project
  - Coordinates the planning and implementation of ALL project activities in relation to its deliverables
- **Administrative Support:** Provides administrative support for all activities and events of project, including coordination of meetings, record-keeping, event management, report writing, etc.
- **Membership Support:** Provides support for recruitment and retention of members for project
- **Leadership Support:** Supports and facilitates the development of ideas, activities and opportunities which strengthens knowledge and skills for engaging human services, business, leisure and recreational and other resources in the Peel Region
- **Community Relations:** Develops and maintains strategic and effective community relations to enhance and develop the profile of the project
- Other duties may be assigned by SPC

### **Qualifications:**

- Minimum of a Bachelor's Degree in a related field
- Minimum 5 years experience in project management
- Minimum 3 years experience working in the non-profit sector
- Strong management, coordination and planning skills
- Excellent written, verbal and interpersonal communication
- Demonstrated ability to work in a collaborative and as a member of a team
- Knowledge of healthy food programs and social connectedness
- A strong understanding of issues pertaining to immigrant seniors
- Demonstrated ability to meet the needs of diverse communities through connections with the ethno-cultural/ethno-specific, language and faith communities
- Highly developed computer skills (e.g. able to use Word, Microsoft, Excel, etc.)
- Experience with social media and managing online communities are assets
- Demonstrated commitment to life long learning
- Creative thinker
- Reliable, excellent people skills and able to multi-task
- Possession of a valid Ontario Driver's Licence and use of a car is an asset..

Please e-mail your resume and cover letter to [recruitment@spcpeel.com](mailto:recruitment@spcpeel.com)

Deadline for Submission: 5:00 p.m. on September 28th, 2018.

We thank all applicants; however, only those selected for an interview will be contacted.

NO TELEPHONE CALLS PLEASE