



**Job Posting**  
**Seniors Program Manager**  
**1 year Contract**

**Position Title:** Seniors Project Manager

**Classification:** Excluded

**Reports To:** Executive Director

**Hours of Work:** 35 hrs/week. Monday to Friday from 9.00 am to 4.30 pm (on-site)

**Summary:** The Seniors Program Manager, will in conjunction with the Executive Director will develop and Implement the New “Seniors Program” at Chimo. Oversee new Projects and support the one on one work with clients.

**Key Duties and Responsibilities:**

1. Develop “New” Chimo Seniors Program ensuring clients are supported by providing access to resources, benefits, health and housing support services specific to their needs.
2. Develop training and volunteers for seniors program, to access benefits, housing and Services.
3. The Supervisor will manage all volunteers for this program as it develops which includes but is not limited to: role Descriptions, interviewing volunteers.
4. Develop Budgets and forecast future growth and fundraising for the program.
5. Responsible for stakeholder communications, outreach, partnership development and fundraising.
6. Create the Seniors Navigator Program description, including but not limited to Job Description, Program marketing material, and volunteer training curriculum.
7. Work co-operatively as part of a team, participating and/or leading in and staff meetings, planning events and other related activities.
8. Supervise, train and assist staff/volunteers in the program to recognize and respond to varied client needs, referring them to relevant services and meeting their needs.
9. Recruit, hire, performance manage and be responsible for staff and volunteers of the program



**Qualifications:**

- Minimum Bachelor Degree in related field
- A minimum of 3 years of experience in direct program delivery, preferably in the community social services sector.
- Demonstrated ability in Program design and research
- Demonstrated knowledge in Seniors Services, Needs and Gaps.
- Must have excellent interpersonal skills.
- Demonstrated ability to fundraise.
- Knowledge of senior's benefits and services, as well as issues related to Seniors Law, elder abuse, poverty, benefits, isolation, mental health and self-care.
- Demonstrated sensitivity and responsiveness to cultural differences and commitment to the value of cultural competency.
- Ability to communicate effectively both orally and in writing with team, volunteers, and community organizations.
- Knowledge of current seniors housing market and trends, vacancy rates, and rental prices, benefits.
- Demonstrated ability to organization prioritize
- Demonstrated leadership and Effective problem solving skills
- Ability to multi task and work comfortably under tight dead-lines
- Demonstrated experience in training, project development
- Satisfactory completion of a Criminal Records Search is a requirement
- Use of a vehicle and valid BC Drivers' License is a requirement

Please submit letter of intent and resume to the Executive Director at [hr@chimoservices.com](mailto:hr@chimoservices.com)