



P: 204.474.0212
OR 1.855.437.8523

170 Scott Street
Winnipeg, MB
R3L 0L3



Job Posting Older Adult Program Coordinator

Job Title: Older Adult Program Coordinator

Title of Immediate Supervisor: Executive Director

Rainbow Resource Centre provides support, education, and resources to foster a proud, resilient, and diverse 2SLGBTQ+ community.

Position Mandate:

The Older Adult Program Coordinator plans, implements and evaluates older adult social support and recreation programming. The Coordinator provides education and consultation to 2SLGBTQ+ and older adult service providers.

Primary Accountabilities

- In consultation with 2SLGBTQ+ older adults, and the Executive Director, contribute to program development through ongoing assessment, planning, implementation, and evaluation. This includes identifying gaps in services and creatively working with the team to meet these needs.
- Plan and coordinate a variety of programming for 2SLGBTQ+ older adults including but not limited to, monthly lunch and learns, weekly coffee & chat, over the phone peer support and recreational outings
- In partnership with the Youth Program, plan and coordinate intergenerational events
- Light meal planning and preparation
- Coordinate older adult program volunteers
- Resource navigation and referrals for 2SLGBTQ+ older adults
- In consultation with the Communications Manager, promote of Rainbow Resource Centre older adult programming
- In consultation with the Training & Education team assist in the development and delivery of training on 2SLGBTQ+ competency to older adult serving agencies and training on serving older adults to 2SLGBTQ+ organizations
- Network with community stakeholders and attend meetings in the community on behalf of the Centre and the older adult program



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- Maintain accurate records of program activities, participant files, statistical data and report monthly on all activity

General Accountabilities

- Collect, track and report workshop and consultation statistics including number of trainings, consultations, and workshop participants
- In consultation with management, develop and implement a work plan and evaluation plan
- With supervision from Management Team, participate in management of program budget, including budget planning and development, and tracking expenditures
- Complete relevant administrative functions and documentation (i.e. time sheets, educational requests, vacation requests, incident reports, and expense accounts)
- Actively participate in relevant meetings, projects, forums, and community committees
- Collaborate with, and/or assist other RRC program coordinators with special events and programming including but not limited to International Day Against Homophobia, Day of Silence, Sexual Health Awareness Week, and Pride
- Participate in the development, implementation, and maintenance of appropriate policies and procedures and all other Rainbow Resource Centre guidelines
- Other related duties as assigned by, and negotiated with, management

Education

Post-secondary education or a combination of relevant experience in a related field such as social work, recreation management, social sciences, or community development.

Knowledge, Skills and Relative Experience

- Demonstrate a complex understanding of 2SLGBTQ+ older adult realities
- Demonstrate a complex understanding of 2SLGBTQ+ communities and concerns
- Demonstrate a complex understanding of older adult resources
- Knowledge of adult education principles and practices
- Able to work in a multi-disciplinary team setting

- Demonstrated understanding of program planning and evaluation
- Excellent communication, conflict resolution, and interpersonal skills
- Demonstrated awareness of older adult resources and appropriate 2SLGBTQ+ friendly referrals
- Demonstrated understanding of anti-oppressive practice and various forms of oppression including, but not limited to ageism, racism, sexism, xenophobia, heterosexism, and homophobia
- Organization and detail management skills are essential, along with the ability to manage multiple priorities
- Self-motivated, able to work with minimal supervision
- Ability to work with Microsoft computer applications including Word, PowerPoint, Excel, and Outlook
- Ability to use Facebook as a communications and promotional tool
- Physically capable of performing duties related to position
- Experience working in a non-profit setting an asset
- Must be legally entitled to work in Canada

Working Conditions: Centre hours are generally Monday through Friday from 9:30am to 5:00pm. Older Adult Programming Coordinator is expected to be on site for programming. Must be willing to work flexible hours to accommodate evening, weekend, and on call hours required for programming. This is a unionized position (CUPE 2348). Rainbow Resource Centre offers access to a health, dental, and employee assistance plan benefits.

FTE: 0.4 with the possibility of an increase to .8 FTE depending on funding

Salary: \$38,844 - \$43,744.35 per year prorated by .4 FTE

Rainbow Resource Centre is strongly committed to building a team that reflects the community that we serve. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, or accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.

Please submit cover letter and resume to the attention of



Liana Lutz, Finance & HR Manager
Rainbow Resource Centre
170 Scott Street
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accounting@rainbowresourcecentre.org

Application Deadline: November 09 2020, 3:00 PM

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