

Richmond Cares, Richmond Gives

190-7000 Minoru Blvd, Richmond, B.C. V6Y 3Z5

Tel: 604-279-7020 Fax: 604-279-7038

www.rcrg.org



JOB POSTING

Position: **Program Coordinator-Better at Home**

Hours per week: **35**

Key Responsibilities

- Working closely with the Manager, is responsible for coordinating all aspects of operations, strategy, and client and volunteer programs for Richmond Better at Home
- Oversees major program administration tasks, including funding reports and grant application submissions, generating statistical reports for the agency and funders, and maintaining the MS Access client databases
- Supervise, provides leadership, and trains the program assistant(s) and summer co-op interns
- Develops, implements, and evaluates volunteer programs for the Better at Home program including all co-funded programs, by recruiting, screening, training, and placing volunteers
- Monitors and assess needs and interests of volunteers and senior clients to improve effective and efficient service delivery
- Arrange external communications through community events, news releases, press interviews, TV and radio public affairs

Required Education and Experience

- A post-secondary degree or diploma in the social sciences, health sciences, or in a relevant discipline
- Volunteer management certificate is an asset
- 2 years minimum experience in a similar field

Skills and Abilities Required

- Strong interpersonal and negotiation skills required in liaising with colleagues, community partners, funders, and external service providers
- Excellent communication and people skills, experience working with seniors
- Able to work efficiently as a leader and team member
- Multiple languages considered an asset
- Experience in public speaking and group facilitation
- Proficient with MS Office tools, Outlook and data base experience

Other Position Requirements

- Must successfully complete a Police Information Check
- Flexible hours- required to work some evening and weekends
- Will require regular use of personal vehicle-business insurance required, may be necessary to transport volunteers or clients

Qualified applicants are invited to submit their resumes and cover letters to Carol Dickson, Richmond Cares Richmond Gives, 190-7000 Minoru Blvd, Richmond, BC V6Y 3Z5, or e-mail to cdickson@rcrg.org

We thank all candidates for their interest; however only those candidates invited to be interviewed will be contacted.

Date Posted: March 22, 2018

Closing Date: April 12, 2018