



Program/Event Coordinator

Westend Seniors Activity Centre, is a hub in the community that has supported seniors in west Edmonton for over 35 years. As a leading edge non profit senior centre in Edmonton, Westend Seniors, provides seniors age 55 years and up with an opportunity to lead an active and healthy lifestyle and participate in social, recreational, health, fitness and special interest programs and activities.

Reporting to the Executive Director, the Program/Event Coordinator will be responsible to manage, plan and coordinate all programs, activities and events, including overseeing the volunteer program for seniors in this full time permanent position.

Key Responsibilities:

- Develop program plans, agency wide events and activities working closely with committees, instructors and coordinators
- Promote, monitor and evaluate all programs including the volunteer program
- Help recruit and train volunteers to help support programs as needed
- Introduce new programs, drop-in activities and workshops to meet seniors needs
- Prepare reports, develop program guides/booklets and other written material
- Coordinate all events

Qualifications:

- Post-secondary education in a related area
- Proven track record in program planning/recreation administration working with seniors
- Administrative, supervisory and/or volunteer management experience
- Excellent interpersonal skills and must be adaptable and flexible
- Well-developed writing skills and the ability to prioritize and multi-task
- Computer competency with MS Word, Excel and Outlook
- Must pass a Criminal Record Check

Hours of Work: 37.5 hours per week

Salary: WESAC offers a competitive salary and benefits package

Forward resume and cover letter to:

HR Consultant
Westend Seniors Activity Centre
weseniors@westendseniors.com

Posting will remain open until a suitable candidate is found.

Note: Only candidates selected for interview will be contacted