



**Outreach Coordinator and Program Facilitator, Independent Contractor
(Contract for 2023-24 Ontario Trillium Foundation Grant)**

Reporting to: Membership & Outreach Committee, Toronto Council on Aging Board of Directors

Schedule: Over the period June 2023 - March 31, 2024 a total of 15-20 hours a week. Salary will be \$30.00/Hour (including HST).

Position Summary:

The selected candidate would be responsible for the development and completion of activities outlined in the 2021 Ontario Trillium Foundation Grant awarded to Toronto Council on Aging, including the following duties:

- Developing project scope and objectives;
- Designing work-plans in relation to program objectives and deliverables;
- Developing, implementing, and monitoring program evaluation strategies, including evaluation tools;
- Creating and maintaining database in relation to evaluation of project performance and reporting metrics;
- Establishing and maintaining relationships with participants, clients and stakeholders;
- Ensuring that all segments of the project implementation are delivered on-time, within scope and budget;
- Verifying and monitoring project cost/spending and maintains budget in accordance to process outlined by the grant contract and TCA policies;
- Performing risk management assessments to minimize project risks;
- Reporting on issues to the TCA as required;
- Providing monthly written reports to TCA's Vice-President, to be shared with TCA's Board of Directors for review/feedback when relevant; and
- Creating and maintaining comprehensive project documentation.

Knowledge and Skills:

The ideal candidate would have the following:

- Knowledge of issues surrounding ageism, accessibility, diversity, inclusion and age-inclusive design;
- Experience completing projects with multiple stakeholders, development of promotional materials, project implementation and delivery of web-based events and programs;
- Knowledge of community organizations associated with aging and older adult populations;
- Knowledge of qualitative and quantitative evaluation techniques;
- Awareness of Social Determinants of Health and their intersectional impacts on aging;
- Proficiency with computers and digitally literate, including telephone and web-based platforms;
- A caring and friendly demeanor;
- A demonstrated respect for older adults and their wishes;
- Excellent communication skills; and
- Proficiency in a language other than English.

Education and Qualifications:

Candidates should have the following:

- Completed or be in the process of completing a post-secondary degree or diploma in administration, volunteer coordination, community development, gerontology, health, social work, social service or related human service discipline or combination or equivalent related education;
- A police reference check;
- A genuine interest in working with older adults;
- An understanding of health related issues relating to ageing including: frailty, functional decline, vision/hearing loss, falling, end-of-life concerns and dementia/memory loss are an asset); and
- Experience in working with older adults and/or a demonstrated commitment to a community-based approach to service delivery and demonstrated ability to work with persons of diverse backgrounds.

The selected Outreach Coordinator will work primarily from their home and use their own computer and IT devices.

Please submit a cover letter and resume to torontocouncilonaging@gmail.com by **May 26th 2023**.

Candidates to be offered an interview will be contacted.