



Lionsview Seniors Planning Society
Capilano Community Services Society
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**Seniors Program and Administrative Assistant
Summer 2024**
Canada Summer Jobs Program

This position is offered in partnership with Lionsview Seniors' Planning Society (LSPS) and Capilano Community Services Society (CCSS). Both are registered non-profit societies serving seniors on the North Shore. The organizations are located at the Lions Gate Recreation and Community Centre.

The mission of Lionsview is to be 'A Strong Voice for seniors on the North Shore' and its goal is to support all North Shore seniors in being healthy, independent, and connected members of the community. The role of LSPS is to educate, coordinate, and collaborate with individuals, groups, and organizations.

CCSS is a charitable society with a mission to foster safe, inclusive, and healthy communities where individuals and families can thrive. CCSS provides engaging, low-cost and no cost family, youth, and seniors' programs and support services for North Shore residents. Programs offered by CCSS are designed to enhance social connectedness, wellbeing, resiliency, and promote a sense of community belonging.

Position:

We are looking for a Seniors Program and Administrative Assistant for a 14-week contract with a start date of May 13, 2024, for 35 hours per week at a rate of \$19.00 per hr. The position is funded by the Canada Summer Jobs Program.

Overview:

In a team environment, the employee will apply and build their skills in community engagement, program delivery and evaluation, and administrative/office support.

Responsibilities:

- Organize and implement community engagement activities, including the Seniors Action Tables, Seniors Working Group and Coalition by setting up meetings, community events and other activities.
- Under the supervision of the CCSS seniors program coordinator, support seniors program participants and actively participate in program activities.
- Develop communication tools such as social media posts, update websites, and develop and distribute brochures, manuals, and newsletters using MailChimp, Canva or other related platforms.

- Assist in achieving some goals in the Fundraising/communication Plan.
- Develop and distribute surveys (using Survey Monkey or other platforms) to evaluate programs and services.
- Maintain program statistics, filing systems (both electronically and on paper), update data bases inventories and phone lists.
- Assist with fundraising projects.
- Other duties as required to support day-to-day operations.

Qualifications:

- Some post-secondary education
- Current First Aid with CPR

Knowledge, Skills, and Abilities

- Demonstrates interest in working with and/or supporting seniors.
- Be able to demonstrate basic computer literacy in standard office software programs, i.e., Microsoft Office 365, software for marketing/communications design and email communication.
- Prefer some skills in HTML.
- Excellent verbal, written and interpersonal skills and ability to work in a team environment.
- Demonstrated planning and organizational skills and the willingness to learn.
- Ability to carry up to 20 lbs. and move furniture as required for room set-up/clean-up.
- Ability to speak a second language other than English is an asset.

Applicant Criteria

- Eligible under the Service Canada requirements for the Summer Jobs Program
- As a condition of hire and ongoing employment, we require all employees to provide proof of being fully vaccinated against COVID-19.
- A successful criminal record and vulnerable sector check will be required prior to the start of employment.

We encourage Disabled, Indigenous, and ethno-cultural students to apply.

Please submit a cover letter and resume to Austin Neaves at austin@capservices.ca or Margaret Coates at lions_view@telus.net by May 2, 2024.

We thank all applicants, however only those being considered will be contacted.