TOWN OF SAINT ANDREWS

JOB DESCRIPTION

***POSITION*:** **Senior Resource Coordinator**

JOB PURPOSE: ***To provide the information needed regarding resources, activities, and personal networks for the physical, mental, and social well-being of those living and aging in Saint Andrews and area.***

RESPONSIBLE TO: **Town CAO/Treasurer**

This is a **Contract Position, (**eight weeks at 40 hours per week)**,** with the Town of Saint Andrews funded by the New Horizons for Seniors Program. The approved funding provides for the development of a Senior Resource Directory and an Emergency Information Fridge Magnet. The wage rate is $15 – $20 per hour depending on experience. This position requires the assembling of information of resources, and activities for the physical, mental, and social well-being of those living and aging in Saint Andrews. Being self-motivated, creative, and having a good understanding of the Age Friendly Community Initiative is an asset.

Working closely with the Age Friendly Advisory Committee, (appointed by Town Council), you will be asked to prepare:

- A directory of Local, Provincial and Federal resources;
- Obtain information regarding available local Age Friendly activities and services;
- Develop, obtain, and distribute Emergency Information Fridge Magnet;
- Attend regular Age Friendly Advisory Committee meetings;
- Meet with the Age Friendly Advisory Committee Representatives and/or the Town Clerk – Senior Administrator weekly. Keep record of your work outcomes and provide this information to the team.

REQUIREMENTS:

- Grade 12 or an equivalent combination of education and experience;
- Some graphic design knowledge for developing brochures, magnets, etc.;
- Sound understanding of the Saint Andrews community and area;
- Strong commitment to follow through and to meet deadlines;
- Excellent oral, written, and interpersonal communication skills in English, bilingual in English and French an asset;
- Excellent decision making, problem-solving and creative thinking skills;
- Clear ability to work effectively with Committee members, program volunteers, Town personnel, groups, agencies, and organizations;
- Knowledge of the local, provincial or federal resources and services; and
- Excellent time management and organizational skills; computer literacy.
- Use of Microsoft Systems and design software.

Applications must be submitted to the Town of Saint Andrews Office by

Friday, June 12, 2020 at 4:00 p.m.

Submit via mail or dropped off to the Town of Saint Andrews Office at 212 Water Street, Saint Andrews, New Brunswick. E5B 1B4 or email town@townofstandrews.ca