

## Seniors Program Coordinator

### One Year Contract – FTE

The Seniors Program Coordinator reports to the Executive Director and is based in Barrie, Ontario. This position will have responsibility for the creation of a Senior Program for LGBTQ2S seniors to a) address the increased social isolation of this population, b) provide an opportunity for LGBTQ2S people of different generations to learn from and interact with one another, and c) to add to the knowledge base with regard to addressing barriers to service for LGBTQ2S seniors in Simcoe County. The position will involve case management, program outreach and development, workshop facilitation, stakeholder engagement, volunteer management and program evaluation.

The Gilbert Centre is a registered, not-for-profit, charitable organization that was formed in 1993 as the AIDS Committee of Simcoe County in response to the HIV epidemic in Simcoe County. Since its inception the mandate of the organization has broadened to not only support people living with and affected by HIV, but to also support and celebrate the lives of the LGBTQ communities in Simcoe County and Muskoka Region. Gilbert Centre covers a large catchment area encompassing a significant geographic territory with a mix of small and mid-sized urban environments and rural settings.

#### **Responsibilities:**

- Provide weekly drop-in groups for LGBTQ2S seniors.
- Provide bi-monthly workshops for seniors on a variety of engaging topics.
- Provide client support, advocacy and referrals as necessary.
- Identify and develop partnership opportunities with agencies and other senior groups in order to promote the health and access for clients.
- Work collaboratively with the Centre's Safer Spaces program to address barriers to service for LGBTQ seniors in Simcoe County.
- Maintain records in accordance with the program tracking and evaluation measures.
- Supervise program volunteers.
- Other administrative and operational duties and responsibilities as required.

#### **Qualifications:**

- Formal education in a relevant field of study (social science, health promotion, social work, adult education or any related fields) and/or the equivalent combination of education and work experience.
- At least one year experience working with seniors, LGBT people, or within the health promotion field.
- An understanding of health and social issues and factors relevant to LGBT.



- Demonstrated commitment to community development, engagement, and accountability practices.
- Experience supervising volunteers.
- Ability to work independently and on a flexible schedule.
- Excellent computer skills.
- French language proficiency is an asset and not a requirement.
- Commitment to social justice, diversity, equity, and anti-oppression principles.
- Superior communication skills, including written and verbal presentation skills, diplomatic and effective liaison and interpersonal skills including proficiency in English. French is an asset.
- Valid driver's license with regular access to a vehicle for work related duties is required.

This position is a one-year fulltime contract (with possibility of extension) with a start date of October 1, 2018.

The Gilbert Centre is an equal opportunity employer. We strive to build an inclusive workforce that reflects the rich diversity of the community in which we live. To this end, we encourage applications from persons living with HIV/HCV, members of Lesbian, Gay, Bisexual and Transgender communities, individuals from First Nations, Inuit, and Métis communities, members of diverse ethno-cultural communities, and persons with dis/abilities.

Please forward by email a resume and cover letter to **[gerryc@gilbertcentre.ca](mailto:gerryc@gilbertcentre.ca) by noon, Friday September 14, 2018**. No phone calls please. Only qualified individuals being considered will be contacted for an interview.