JOB POSTING

411 Program Coordinator

Vancouver, BC | Part-Time [~21 Hours per week]

The Opportunity

Creating a joyful environment where seniors can recreate, learn, play, connect and belong! Are you excited by the idea of leading design and delivery of programs and activities for older adults? Do you enjoy creating a vibrant community of seniors? With over 35 programs, the 411 Program Coordinator works closely with staff, volunteers, instructors, community partners and members to ensure programs are accessible, engaging and responsive to the needs and interests of older adults. To learn more about 411 Seniors Centre, see our Annual Report.

Key Responsibilities

Program Design & Delivery

The 411 Program Coordinator leads the planning, coordination, delivery and evaluation of 411's programs, activities, workshops and special events. The Program Coordinator adapts programs to best respond to older adults' needs through dialogue with members and research. The PC will be responsible for recruitment, training and support of a team of volunteer program facilitators/instructor. The PC is adept at logistics like scheduling volunteers and ensuring facilitators have appropriate materials and equipment. The PC will be responsible for managing their budget, reporting to funders and tracking program data for evaluation and impact.

Promotion and Communication

With a flair for marketing, the Program Coordinator is responsible for promoting 411's programs by creating relevant program materials and resources, including monthly program calendars, posters, registration and attendance forms. The Program Coordinator is a master collaborator building strong relationships with other people and organizations that can partner with 411 to bring enticing programs to the community. The PC creates an inclusive and welcoming environment that encourages participation among older adults who may face barriers to accessing 411 programs

What You Offer

• Experience or equivalent in community development and program planning, coordination and delivery in a not- for-profit environment; equivalent experience may be considered

•Understanding of the needs and interests of older adults, with a commitment to accessible, inclusive and welcoming programs

• Superior skills in recruiting, training, supporting and supervising volunteers, and strong communication and interpersonal skills

• Strong organizational and administrative skills, including budget administration, record keeping, data analysis and reporting

• Excellent ability to build community partnerships and identify and seek funding opportunities.

• Relevant post-secondary education

The 411 Program Coordinator is a key member of a small but mighty staff and will readily contribute to a collaborative, supportive team environment.

A Criminal Records Check and Vulnerable Sector Search are required prior to the start date

What 411 Offers

A competitive wage ($30-33/hour) and benefits package including generous vacation time.

To Apply

Please send a covering letter and CV to mmollard@411seniors.org

Projected Start Date: December 2026

Application Deadline: ASAP

411 Seniors Centre

Come for the Tax Clinic. Stay for the Belly Dancing!

411 Seniors Centre values diversity and inclusivity. We encourage all individuals inclusive of any identity to apply. We thank all applicants but only those selected for an interview will be contacted.

411 Seniors Centre would like to acknowledge the traditional, ancestral unceded territory of the xʷməθkʷəyəm (Musqueam), Sḵwxwú7mesh (Squamish) and səlilwətaʔɬ (Tsleil-Waututh) Nations where we learn, work and enjoy life.