

Regional Coordinator

Position:	Regional Coordinator Halifax Regional Municipality
Type:	3 days weekly – flexible hours
Responsible to:	Executive Director, Community Links

Community Links is a Nova Scotia-based community organization that promotes and supports age friendly communities by connecting individuals and organizations, with a vision that all Nova Scotians can age well in their communities.

Regional Coordinators spark connections and facilitate collaboration among representatives of seniors' clubs, senior-serving organizations, business, government and individuals who address and seek to enhance issues of aging well including physical and mental health, active living, social connection, transportation and appropriate, affordable housing; our regionally based Aging Well Together Coalitions offer members opportunities to learn, share resources and increase their impact.

Position Scope: To support and facilitate the work of Community Links in fulfilling its mission, vision, and strategic priorities in the region, including the support of the Aging Well Together Coalition. Must be able to work independently and collaboratively.

Responsibilities Include:

- Work as part of a provincial team with Executive Director, other Regional Coordinators, provincial office, and contract staff.
- Support the regional implementation of a provincial project assessing senior-serving community-based organizations over the coming months.
- Promote the value of senior-serving organizations and strengthen the spirit and appreciation of older adults by raising awareness of their roles and contributions and combatting ageism.
- Help build skills, resources, and partnerships to increase engagement of older adults in communities.

- Support and encourage communities to identify and realize the assets (both physical and social) that contribute to Age-Friendly Communities.
- Provide communications, collaboration, and planning support to Aging Well Together Coalitions.
- Facilitate access to province-wide senior serving programs and services through information sharing and networking with fellow Regional Coordinators across the province.
- Provide support and partnership to other aging well initiatives in the region as appropriate and as time allows.
- Deliver workshops and presentations on aging well topics.

Qualifications:

- Demonstrated experience in community development/collective impact approaches and principles.
- Strong facilitation skills including active listening, objectivity, and neutrality.
- Ability to explore and advance opportunities for collaboration and partnership-building with diverse stakeholders.
- Excellent oral, written and interpersonal communication skills.
- Ability to plan and host on-line meetings using ZOOM or other platforms.
- Use of Microsoft Office platform and cloud system.
- Ability to work independently and manage priorities.
- Available to work flexible hours and travel throughout region.
- Able to work from a home-based office.
- Valid driver's license and reliable vehicle (driver abstract required).
- A six-month probationary period applies.

Assets:

- Experience working with NGOs, community-based organizations, interest groups and government
- Knowledge of government and community-based programs and services related to older adults.
- Understanding of the social determinants of health and best practices when working with older adults.

- Experience working or volunteering with diverse peoples, groups or organizations.
- Proficiency in French and other languages.

Benefits:

- 22.5 hours weekly - \$23 / hour **subject to on-going funding.**
- Standard benefits (CPP, EI).
- Employee and Family Assistance Program
- 3 weeks paid vacation (prorated) plus paid week between Christmas and New Year.
- Reimbursement for travel and some home office expenses.

Closing date for applications is **11:59 PM Sunday January 8, 2023.**

Community Links is committed to creating a workforce that is reflective of Nova Scotia's diverse population, and a work environment that is inclusive, equitable and accessible.

Please apply by *email only* with a resume and cover letter to:

Helen MacDonnell, Executive Director, Community Links

admin@nscommunitylinks.ca

Please note that only those applicants shortlisted will be contacted. If you do not hear from us, please accept our sincere appreciation for your interest in Community Links.