Age-friendly Coordinator
Community Services/Social Services
File #19-P-02

Job Details
Manage the implementation, monitoring and updating of the Age-friendly Peterborough Community Action Plan. Build community capacity, opportunities and address aging issues and services to seniors across the Greater Peterborough Area (City, County and First Nations). Support the Seniors Portfolio as a community-wide resource to aging and seniors’ related issues. Support the Age-friendly Peterborough Advisory Committee (AFPAC) and associated Working Groups and Task Forces.

Qualifications
We require an individual who has completed a 4-year University Degree in Planning, Community Development, Social Work, Social Sciences, or Public Health with an emphasis on social, health or community development in addition to 3 years of relevant experience in community development, project management, strategic planning, networking and consensus building at a community level related to aging or services to seniors.

Must possess leadership, management, budgeting, and team building skills. Proven interpersonal and communication skills are essential as they relate to effective coaching, motivating, group facilitating, presenting, public relations, and coordinating the work of others. Ability to maintain positive work relationships in a unionized environment. Must have excellent analytical, problem-solving skills, project management, and report writing skills. Ability to gain the cooperation of others, and build confidence among peers. Demonstrated background in dealing with aging and equity issues.

Must be able to work at a high level of independence using diplomacy and sound judgement. Must have a good working knowledge of word processing, spreadsheet, and presentation software applications. Conflict resolution skills using diplomacy and sound judgement are important. The incumbent must have a creative/innovative focus on service delivery; a commitment to customer service and continuous improvement; a respect for the diversity of opinions, perspectives, and ideas; and be comfortable with changing priorities and demands. Must have access to reliable transportation in order to fulfill the responsibilities of the position. This position may involve working irregular hours including evenings and weekends in accordance with Article 18.10 “Alternative Hours of Work” of the Collective Agreement.

Salary
$70,185.67

Application Information
Qualified applicants are invited to submit a résumé and cover letter, quoting file number, no later than 12:00 p.m. on Friday, February 1, 2019, to:
City of Peterborough, Human Resources Division, City Hall, 500 George Street North, Peterborough, Ontario K9H 3R9. Fax: (705) 742-7021 hr@peterborough.ca

The City of Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the City’s goods, services and facilities. If contacted for an employment opportunity, please advise Human Resources if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted.

www.peterborough.ca/jobs
Main Purpose
Manage the implementation, monitoring and updating of the Age-friendly Peterborough Community Action Plan. Build community capacity, opportunities and address aging issues and services to seniors across the Greater Peterborough Area. Support the Seniors Portfolio as a community-wide resource to aging and seniors’ related issues. Support the Age-friendly Peterborough Advisory Committee (AFPAC) and associated Working Groups and Task Forces.

Key Responsibilities
1. Lead the implementation of the Age-friendly Peterborough Community Action Plan.
   - Monitor and maintain the Plan for the Greater Peterborough Area (City, County and First Nations); including the assessment for local gaps, trends, and opportunities to align with priority areas in the Plan;
   - Develop and maintain an annual “Age-friendly Report Card” that showcases the age-related activities and success in the community;
   - Integrate age-friendly principles with other service improvement initiatives in City, County, Townships and First Nations;
   - Monitor provincial developments regard age-friendly issues and coordinate a municipal response to the ministries as needed and liaise with other City Divisions to ensure guidelines and requirements are being met;
   - Undertake community consultation and stakeholder engagement activities; including presentations and community outreach that may include interaction with the media;
   - Lead the planning and implementation of events that support AFPAC goals as needed;
   - Coordinate community research projects that may include collaboration with community and university partners, supervision of research assistants, and writing and presenting research reports;
   - Secure, administer and fulfill reporting requirements associated with external funding sources through activities that include, but not limited to, grants, sponsorship, and partnerships;
   - Play a lead role in project management; including project development, initiation, planning, execution, identifying outcomes and monitoring; often in a collaborative environment were community partners play active roles.
2. Support the Seniors Portfolio, Age-friendly Peterborough Advisory Committee (AFPAC), and associated Working Groups and Task Forces.
   - Develop and maintaining partnerships and involvement of citizens, community groups, organizations, institutions, businesses, and networks;
• Providing liaison services between citizens, resident groups, partner organizations or collaborations and the civic administration related to aging issues;

• Provide leadership and direction to AFPAC Working Groups, Task Forces, other related staff, projects and committees as required; including implementation of associated work plans;

• Develop and maintain a communications strategy for AFPAC to ensure a consistent and ongoing awareness, image and community presence. This can include: web site, print material, newsletters, advertising, social media, and presentations;

• Prepare and deliver reports and presentations for AFPAC, Joint Services Steering Committee, City Council, County Council, Township Councils, First Nation Councils and other meetings;

• Assist with managing the governance structure and organizational capacity of AFPAC and Working Groups;

• Establish and maintain effective working relationships with relevant municipal staff, Councillors, agencies, institutions, volunteers and the public in the City, County and First Nations;

• Undertake volunteer recruitment, training, and supervision related to Working Groups and Task Forces;

• Research and prepare position papers, policy statements and procedures to support the advisory role of AFPAC;

• Read and critically review various journals, books, newsletters, charts, correspondence, and reports to stay current, inform stakeholders, and support research projects;

• Respond to questions and inquiries from the public;

• Assist with the delivery of Homemakers Program including periodic contact with contracted service provider and clients.

**Education/Experience/Skills Training**

Requires the completion of a 4-year University Degree in Planning, Community Development, Social Work, Social Sciences, or Public Health with an emphasis on social, health or community development. Must possess up to 3 years of relevant experience in community development, strategic planning, networking and consensus building at a community level; preferably related to aging or services to seniors. Must possess leadership, management, budgeting, and team building skills. Proven interpersonal and communication skills are essential as they relate to effective coaching, motivating, group facilitating, presenting, public relations, and coordinating the work of others. Ability to maintain positive work relationships in a unionized environment. Must have excellent analytical, problem-solving skills, project management, and report writing skills. Ability to gain the cooperation of others, and build confidence among peers. Demonstrated background in dealing with aging and equity issues.

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