

**Edmonton Seniors Coordinating Council
Member Services Coordinator Application Rating**

Requirements	Rating
	0 – Not Evident 1 – Compliance with Requirement is by inference only 2 – Some Evidence of Meeting Requirement 3 – Demonstrates Requirement Met 4 – Clearly Stated and/or Strongly Demonstrated
GENERAL	
Human services degree , or an equivalent combination of education and experience	
KNOWLEDGE	
<i>Seniors Issues</i>	
Demonstrates good general knowledge of seniors issues	
<i>Knowledge of the senior-serving agencies</i>	
Understands the roles and challenges of senior serving agencies in Edmonton	
Has a good understanding of the potential role of ESCC in supporting its membership (emphasis on shared planning & collaboration)	
Has experience with community development and capacity building in the not-for-profit sector	
SKILLS	
<i>Events Coordination</i>	
Has significant experience with organizing events, e.g., AGMs Open Houses, Workshops	
<i>Communication & Research</i>	
Application demonstrates appropriate communication & related research skills	
<i>Technology</i>	
Demonstrates appropriate technological expertise for the position	
PERSONAL CHARACTERISTICS	
Appears to be a high-energy, self-directed individual	
Has realistic expectations related to position, understands the potentially short term nature of position	
Submitted salary expectations as requested	
<i>Bonus Points</i> (max 4) because you are getting a really good feeling about this person's abilities	
Total (out of 48)	