

The Jewish Senior Citizen's Centre is looking for a Program Manager/Volunteer Coordinator. This position is full-time (average of 35 hours per week). The position reports to the Executive Director.

Duties include (but are not limited to):

- Planning, implementing, controlling and evaluating projects
- Volunteer recruitment, evaluation and retention
- Supervising the Centre's Transportation program
- Preparation of the monthly Newsletter and other advertising material
- Updating the Web-site as needed

The successful applicant will have excellent communications skills, both written and verbal, superior computer skills (Word, Excel & Publisher), the ability to work independently with minimal supervision.

The understanding of seniors' needs and interests are essential. Previous experience in program planning and implementation, volunteer coordination and supervision are an advantage.

Please send your resume, a brief cover letter and the names of three referees to [seniorscentrehr@gmail.com](mailto:seniorscentrehr@gmail.com) before January 24, 2019.

Remuneration will be based on the qualification and experience of the candidate. Lunch and parking are provided.

We thank all applicants for their interest but we will only contact those selected for an interview.