

**Older Adult Centres' Association of Ontario (OACAO) - Job Posting****Position Available: Membership Outreach and Program Assistant (Summer Student)****Reports to: Development and Marketing Coordinator****Time Commitment: Contract is 8 weeks in total**

- \* Monday to Friday: 30 hours per week
- \* Estimated Start date: the week of June 25, 2018
- \* Estimated End date: Friday, August 17, 2018

**Rate of Pay: \$14.00 hour****Job Goals:** Membership Outreach and Program Assistant (Summer Student) will work closely with the OACAO staff to achieve the following goals:

1. Marketing, communication and outreach to local and regional senior clubs and organizations informing them of resources, programs, training and funding opportunities and events available to older adult and seniors centres throughout the region/province through our charitable organization.
2. Work with and support the efforts of many local senior volunteers and staff at the Caledon Seniors Centre in Bolton. Assisting with summer special events and community celebrations as well as programs and services which reduce social isolation for the members. (2 days per week)
3. Assist with the planning, registration and marketing of the OACAO Annual Conference "AGING WELL: Turning Vision Into Action" taking place in October 2018.
4. Assist with special projects, marketing and social media.
5. Provide administrative support for the OACAO including social media/marketing outreach and support of regional and provincial projects. Assist the staff with administrative tasks and membership support as assigned.
6. Assist with the Planning and Implementation of a Community Euchre Tournament for local seniors.

**Older Adult Centres' Association of Ontario**  
**Association des centres pour aînés de l'Ontario**

**P.O. Box 65, Caledon East, ON L7C 3L8**  
**toll free: 1-866-835-7693 local phone: 905-584-8125 fax: 905-584-8126**  
**[www.oacao.org](http://www.oacao.org)**

**Older Adult Centres' Association of Ontario (OACAO)  
Membership Outreach and Program Assistant Job Posting - continued**

**Qualifications:**

- experience and comfortable working with seniors and volunteers in a non-profit setting
- able to work independently with minimal supervision
- excellent organizational, oral and written communication skills
- demonstrated interpersonal skills
- strong knowledge of MS - Office
- be between 15 – 30 years of age at the start of employment
- full time student in 2017 - 2018 academic year
- intention to return to full time studies at college/university for 2018 - 2019 academic year
- solid knowledge of local Caledon community
- experience with social media including Twitter, Facebook, LinkedIn
- experience with Website management (Word Press, Wild Apricot) an asset
- access to reliable transportation

**Interested applicants must submit a cover letter and resume to Lina Zita, Development and Marketing Coordinator at [coordinator@oacao.org](mailto:coordinator@oacao.org)**

**Please include “SUMMER STUDENT” in the Subject line.**

**SUBMISSION DEADLINE: Friday, June 1st, 2018.**

This position was made possible through Human Resources and Skills Development Canada, through the Canada Summer Jobs program.

**OACAO: Who we are**

The Older Adult Centres' Association of Ontario (OACAO) is a not for profit, charitable organization. The OACAO represents more than 160 centres and organizations, 500 staff and 200,000 older adults. The OACAO is funded entirely through membership fees, business partnerships, education and training ventures, management of special projects and various revenue generation initiatives and fundraisers.

**OACAO: Mission Statement**

The OACAO is a recognized leader in the development of quality services, resources and supports for our network of community based older adult centres.

**Website:** [www.oacao.org](http://www.oacao.org)

The OACAO is an equal opportunity employer. Only those invited for an interview will be contacted.

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