



## Older Adult Centres' Association of Ontario (OACAO) - Job Posting

**Position Available:** Community Development Worker (Summer Student)  
(Funded by Canada Summer Jobs Program)

**Reports to:** Development and Marketing Coordinator

**Time Commitment:** Contract is 8 consecutive weeks (between May – August 2023)

**Location:** Bolton, Caledon East and Virtual

**Rate of Pay:** \$16.50 per hour

Monday to Friday: 31 hours per week

\* Estimated Start date: the week of May 29, 2023

\* Estimated End date: Friday, July 21st, 2023

### **About OACAO:**

The Older Adult Centres' Association of Ontario (OACAO), founded in 1973, is a non-profit organization providing resources, expertise and leadership to Older Adult Centres, Seniors Active Living Centres (SALCs) and senior groups through advocacy, education, networking, and innovative direction. The Association has membership of over 230 Centres, organizations and individuals involved in working with older adult participants and volunteers across Ontario. The OACAO Head Office is located in Caledon East, ON.

**Job Goals:** Community and Social Service Worker (Summer Student) will work closely with the OACAO staff to achieve the following goals:

1. Work with and support the efforts of senior volunteers and staff at the Caledon Seniors Centre (CSC) in Bolton. Program planning & delivery, administrative support, other duties assigned. (3 days per week)
2. Assist with assigned tasks at the Seniors Centre in Bolton following PPE and Social Distancing Guidelines and Protocols established by CSC and the Town of Caledon.
3. 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.
4. Assist with the planning, registration, and marketing of the OACAO Annual Conference "AGING WELL: People, Passion, Possibilities" taking place in October 2023.

**What skills will you develop during this placement?:**

- Client Service, Teamwork, Communication, Digital Skills, Leadership

**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)**



**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
- must be aged between 15 and 30 and be legally entitled to work in Canada
- International students are not eligible (must have valid Social Insurance Number)
- experience with social media including Twitter, Facebook, LinkedIn
- experience with Website management (Word Press, Wild Apricot) an asset
- access to reliable internet and telephone to assist with virtual/telephone programs for seniors
- access to reliable transportation to travel to Caledon East and Bolton (No public transit available)
- proof of double COVID-19 vaccination.

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 POSITION**” in the Subject line.

**SUBMISSION DEADLINE: Rolling deadline until position is filled.**

This position was made possible through Employment and Social Development Canada, through the Canada Summer Jobs program.

OACAO is an equal opportunity employer which values diversity in the workplace. We will accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance. Only those applicants selected for an interview will be contacted.

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