



## Age-Friendly Coordinator (Part-time)

### People, Place, Prosperity

Working within our Strategic Plan, Cambridge Connected, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

### Job Profile

The Age-Friendly Coordinator (Part-time) position will aim to oversee, promote and encourage the development and implementation of an Age-Friendly Community Plan (AFCP) in order to create a supportive, welcoming and vibrant environment for older adults. The person will work collaboratively with the age-friendly community.

### What you will be doing

- Provides consultative services to various community groups and committees about Age-Friendly
- Implementation of policy and procedures
- Coordinates meetings, prepares agendas, types minutes, follow-up work to be done with groups/committees
- Volunteer management - supervise, train and schedule
- Age-friendly planning - develops critical paths, assesses needs
- Liaises with other divisions, departments and community committees regarding assigned area
- Designs, coordinates and prepares promotional and marketing material
- Evaluates programs, services and initiatives
- Consults with a variety of committees including: Cambridge Council on Aging, Region of Waterloo Council on Aging and Age Friendly South-Western Ontario
- Studies economic, social and age-friendly plans and evaluates in assigned areas
- Participate in plan development, execution and evaluation
- Age-Friendly Cities Network Reporting

### Education

Two-year College Diploma in Public Health, Planning, Gerontology, Community Development or related field.

### Experience and Knowledge

Minimum 2 years' experience coordinating programs

### We are looking for these certificates

Standard First Aid with CPR C and AED

### Your compensation

This position is within Grade 7 of the inside workers union salary schedule, the hourly rate of pay range is \$35.26 - \$36.92.

**Hours of work**

25 hours per week between Monday to Friday 8:30 a.m. - 2:30 p.m. Ability to work a flexible schedule that includes weekends and evenings.

**Advertisement expiration date**

To apply, please visit [www.cambridge.ca/careers](http://www.cambridge.ca/careers). This posting closes on October 26, 2022.

**Accommodation needs and protection of privacy**

The City of Cambridge is an equal opportunity employer, committed to diversity and inclusion. We welcome and encourage applications from all qualified individuals, and will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the recruitment and hiring process.

Please contact Human Resources to make your needs known in advance, with the nature of any accommodations that you may require in respect to any materials or processes used to ensure your full and equal participation throughout the recruitment and hiring process.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.