

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

**Position Title:** Consultant/Facilitator – Pandemic Proof Programming Project

**Position Type:** Part-time, Contract

**Project Timeframe:** mid-July 2021 – April 2022

**Compensation:** \$6,000 consulting fee

**Reports to:** Executive Director

### Reporting to the Executive Director, the Consultant is responsible to:

1. Conduct outreach/research to gather information on innovative and adaptable pandemic proof programs and/or events (web-based, telephone-based and “pandemic safe” in-person programs), that are inclusive, focus on diversity of culture and ability, reduce social isolation, improve health and wellbeing.
2. Support OACAO staff to work with 8 senior regional volunteers on the Project Advisory Committee (PAC). Organize and host regular PAC meetings.
3. Develop webinar presentation content, tools, resources on pandemic proof programs to be shared at regional webinars across the province.
4. Work collaboratively with OACAO staff, volunteers and regional board members to facilitate 7 regional webinars (dates to be determined) and plan a Virtual Showcase Event (target date late October 2021).
5. Create a Resource Toolkit highlighting project shared resources.
6. Project evaluation with outcomes reported and analyzed for Final Report. To be completed by April 20, 2022.

### Qualifications:

- University degree or college diploma in a related field, along with a minimum of 5 years' related experience.
- Experience working in an older adult centre or seniors focused organization is an asset.
- Strong writing, presentation, public relations and relationship-building skills.
- Project coordination and group facilitation skills and experience.
- Time management skills with the ability to manage numerous tasks simultaneously.
- Solid organizational and problem-solving capabilities.
- Proficiency in quantitative data analysis.
- Excellent working ability with Microsoft Office Applications, Survey Monkey and Zoom.

**Interested applicants must submit a cover letter and resume to Sue Hesjedahl, Executive Director at [sue@oacao.org](mailto:sue@oacao.org). Please include “Consultant – Pandemic Proof Programming OACAO Project” in the subject line. APPLICATION DEADLINE: Wednesday, July 7, 2021.**

Funding for this position has been provided by the New Horizons for Seniors Program.  
Only candidates to be interviewed will be contacted. No phone calls please.

Posting date: June 11, 2021

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

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