

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

* Monday to Friday: 35 hours per week

* Estimated Start date: Monday, June 10, 2019

* Estimated End date: Friday, August 2, 2019

Rate of Pay: \$15.00 hour**Job Goals:** Communications and Community Development 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: Making it Happen – Making it Matter!" taking place in November 2019.
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. In a leadership role, work with a team of staff in 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

**Older Adult Centres' Association of Ontario (OACAO)
Communications and Community Development Assistant Job Posting - continued**

Qualifications:

- current student / graduate from college/university level in either of the following: study of aging, recreation and leisure, marketing, communication and/or administrative studies
- 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
- 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

Please include "SUMMER STUDENT" in the Subject line.

SUBMISSION DEADLINE: Wednesday, May 15, 2019.

This position was made possible through Employment and Social 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 175 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

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

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