



Employment Opportunity

The Town of Deer Lake is now accepting applications for a Part-Time Program Coordinator (12 months).

Description

The Town of Deer Lake has been awarded a grant under the New Horizons for Seniors Program. We are interested in planning a variety of traditional skills sessions/workshops. The main goal is to connect seniors/older adults with younger age groups and ultimately allow for skills transfer, however all are welcome. Another goal is to provide a safe learning space for seniors to come together and celebrate the traditional skills themselves. The coordinator will be responsible for the development, organization and execution of the workshops themselves. The project itself has been named “Bridging the Gap”.

Duties

- Developing an overall project plan.
- Securing facilitators and venues for the workshops.
- Coordinating with heritage groups in the area.
- Creation of workshop promotional material and its distribution.
- Procurement of participant supplies and technologies required for each individual workshop.
- Ensure the invitations are sent properly with all relevant attachments to the invitees and follow up for their participation confirmation through email or phone calls if needed.
- Develop an event evaluation form.
- Communicating with speakers, panelists, resource persons, and participants, to provide guidance on session details, administrative, and logistical requirements in preparation for and during the workshop.

Qualifications

- Possess excellent communication and organizational skills

- Be comfortable working in both a team environment and unsupervised
- Time management skills

Other Relevant Information

- This position pays \$14.50 per hour
- 30 hours per month for 12 months
- Driver's License and own transportation required. (reimbursement for km)

Resumes can be dropped off at the Town Office Monday - Friday 8:30 am-4:30 pm or e-mailed to **deerlaketownclerk@nf.aibn.com** subject (Program Coordinator)

Applications will be accepted until noon on Friday, March 17th, 2023.