



Program Co-ordinator

We're looking for a person who is a quick learner, embraces ambiguity, likes to try new things, understands the need for policies & procedures and is a good fit with our team.

Maybe it will be a match, if you can see yourself in the sentence above, and if you're looking for a permanent, full-time, year-round, position right here in Prince Edward County. We also offer generous vacation; a health benefit plan; regular hours Monday to Friday, 9am to 4:30pm; work with seniors and volunteers; your own office; and fabulous co-workers!

The Prince Edward County Community Care for Seniors Association helps seniors *live* at home. Our team is dedicated to enacting Community Care's Vision "the freedom and dignity of choice; the comfort of home; a passion for volunteers".

These are more things that we're looking for in a person who applies for this position. We want to talk to you, if you have **superior communication skills**, and you:

- have a great **sense of humour**
- are **customer-service** oriented
- enjoy a **fast-pace** in a changing environment with no two days the same
- are **highly organized** and can sort through competing priorities
- carefully **tend to the details**
- understand what **motivates volunteers**
- have strong and **proven problem-solving skills**
- have a community college **diploma** and/or a degree
- bring **experience in administration, event management** and computers
- **are driven to meet the needs of seniors.**

For further information about the agency see www.communitycareforseniors.org

This is a full-time, permanent position.

Apply ASAP. Applicants must **submit both a resume and a cover letter**. The cover letter should explain how you think that you meet the requirements of the position.

Apply by emailing info@communitycareforseniors.org with "Co-ordinator" in the subject line.

Our recruitment process follows the Accessibility for Ontarians with Disabilities Act. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact Prince Edward Community Care for assistance.

We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.