



The Edmonton Seniors Coordinating Council (ESCC) is recruiting an **Age Friendly Community Connector** to advance the work of the Age Friendly Edmonton™ initiative.

Age Friendly Edmonton™ (AFE) is an initiative to build a city that values, respects and actively supports the well-being of seniors. Co-led by the City of Edmonton and the Edmonton Seniors Coordinating Council, AFE is a partnership of organizations committed to local action.

The Age Friendly Community Connector will lead communication and stakeholder engagement activities, assist in event planning, and be responsible to plan, organize and implement AFE activities in collaboration with assigned City of Edmonton staff. The position provides support to four theme tables: Ageism, Aging in Place, Intergenerational and Diversity. Over time there may be a requirement to liaise with various AFE projects that spin off from theme tables.

## **DUTIES**

### **Stakeholder Engagement and Public Relations/Communications**

1. Builds and maintains connections with community stakeholders to mobilize and encourage AFE engagement and actions.
2. Identifies opportunities for improved media relations for AFE.
3. Strategizes, identifies and creates content for digital and print communications to raise awareness of AFE in the community.
4. Coordinates production of communication and promotional materials.
5. Delivers and/or organizes presentations and books speakers to raise profile of AFE.

## **Program Development for AFE Theme Tables**

1. Manages group processes.
2. Supports negotiation and conflict resolution.
3. Assists in developing new actions and overall strategy to support success of AFE.
4. Supports project management of AFE.
5. Supports aligned activities of the four theme tables and identifies opportunities for coordinated event(s) for overall initiative.
6. Directs volunteer recruitment and management.
7. Assists in event planning and preparation and play support role at events.
8. Identifies opportunities for recognition or award(s) for AFE.
9. Interprets and explains AFE policy and procedures to stakeholders as required.
10. Writes reports and recommends policies for AFE.

## **Support to AFE Projects**

1. Liaises with AFE projects as required, monitors outcomes and acts as a communication link to overall initiative.
2. Provides support at AFE meetings as required.
3. Responds to inquiries as needed.
4. Liaises with City of Edmonton personnel assigned to the AFE initiative.

## **QUALIFICATIONS**

- Post-secondary training (degree preferred) in communication, community development or social science field with minimum of two (2) years' experience.
- A demonstrated ability to build public will and mobilize action is recommended.

## **SKILLS and EXPERIENCE**

- Advanced writing and editing skills
- Effective verbal communicator
- Experience in media relations an asset
- Excellent community engager
- Superior strategic thinker, planner and implementer

- Worked on large initiatives and/or collaboratives involving many stakeholders
- Coordinated and gathered information from others (editing, synthesizing and relaying information for specific purposes)
- Time manager (prioritizes actions)
- Knowledge of needs, issues and services related to older people is an asset
- Project manager experienced in facilitating large groups, directing conversations and managing conflicts
- Demonstrated ability to work independently in both thought and action, in research, analytical techniques, consulting and policy interpretation and development, issue identification and problem solving
- Computer literacy, especially Word for Windows, Excel, Outlook

## **HOURS OF WORK**

The Age Friendly Community Connector is a full time position (37.5 hours per week) hired initially for a one-year period and reviewed annually as per project activity and funding.

## **SALARY**

The position will pay \$60,000 per year plus benefits upon successful completion of the probation period (three months).

## **ABOUT ESCC**

The Edmonton Seniors Coordinating Council facilitates collaboration so that organizations can strengthen programs and services for seniors, supports member organizations in building their capacity so they can effectively meet the needs of Edmonton seniors, and acts as a communications hub for the seniors sector.

The Edmonton Seniors Coordinating Council is located at #255, 8330 82 Avenue (Bonnie Doon Shopping Centre) Edmonton, AB, T6C 4E3. Our telephone number is 780-423-5635. Our office is open Monday to Friday (8:30 a.m. to 4:30 p.m.).

## **APPLICATION INSTRUCTIONS**

Applicants can forward their resumes by midnight on March 16 to Sheila Hallett at [executivedirector@seniorscouncil.net](mailto:executivedirector@seniorscouncil.net) or fax to 780-428-3844.

Only candidates selected for interviews will be notified.