



EDMONTON
SENIORS
COORDINATING
COUNCIL

Associate Manager Role Description and Responsibilities

Position Function:

The Associate Manager reports to and assists the Executive Director in overseeing and advancing ESCC's unique role as a coordinating backbone organization, which champions age-friendly principles¹ and initiatives². The Associate Manager plays a key role in ongoing facilitation of collaborative action with member organizations, community leaders, key stakeholders, and government. The Associate Manager will sustain existing linkages and build new ones to support strategic priorities.

The Associate Manager is multi-skilled and versatile with a strong ability to lead or co-lead priorities as assigned. Initial focus areas may include community engagement, network development, government relations, and communications.

Key Responsibilities:

- **Networking and partnership development** to attract and maintain strategic relationships.
- **Implementing stakeholder engagement processes** to support collaborative work on issues of shared interest. Creating new processes as necessary, in collaboration with other staff and team members.
- **Planning, coordination, facilitation** and record keeping for key engagement meetings and gatherings.
- **Applying systems thinking** to understand and assess the challenges and opportunities that affect older adults and the organizations that serve them.

¹ <https://extranet.who.int/agefriendlyworld/about-us/>

² <https://seniorscouncil.net/our-work-2/age-friendly-edmonton/>



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- **Ongoing monitoring of trends**, research, and contexts to inform and refine strategic plans. Discern how initiatives will be impacted by broader trends in community-based senior serving sector and related sectors such as health, not-for-profit, housing etc.
- **Identifying key strategic opportunities** to:
 - address systemic issues affecting older adults.
 - align agendas in areas of common interest with other networks, levels of government, etc.
- **Supporting evaluative activities** (data gathering, reflection, analysis, decision making) that contribute to strategic learning and collaborative work.
- **Supporting communication activities** that contribute to clear, timely internal and external information sharing.

Desired Skills, Competencies, and Attributes:

- Working knowledge/experience of shared leadership and decision-making models that effectively mobilize collective efforts.
- Environmental awareness, personal flexibility, and anticipation of how organizations can adapt to changing sectoral priorities.
- Team builder with problem solving and conflict resolution skills.
- Self-starter with ability to organize, plan, and implement within expected timelines (and adaptable to changing timelines).
- Ability to synthesize and distill information and identify a process/approach to reach a prioritized goal.
- Experience with operational planning and ability to coordinate a team.
- Cultural awareness, sensitivity, and working knowledge of anti-oppressive/equitable approaches to collective action.
- Ability to motivate and work with stakeholders to effect change.
- Strong facilitation and presentation capabilities.
- Excellent written and verbal communications skills.
- Knowledge of not-for-profit governance.
- High degree of integrity, professionalism, and accountability.
- Knowledge of Office 365 and ability to learn and work in other software applications.

- Positive, constructive, optimistic attitude.
- Adaptable and exhibits the ability to innovate in an ever-changing landscape.

Education and Experience:

- University degree in relevant discipline with at least five years of experience.
- Exposure to strategy analysis, building and/or execution related to social development, systems change, collective impact and/or capacity building.
- Knowledge of the seniors' sector, and of diversity, equity and inclusion.

Working Conditions:

The Associate Manager is a full-time position with flexibility to work from home on an agreed-upon schedule. Hours may vary outside typical workday scheduling, should meetings or events take place in the evening or weekend. Salary is commensurate with training and experience.

Compensation:

\$73,000-\$78,000 annually, commensurate with experience.

Application Submission:

Please send a cover letter and résumé as a single PDF to Sheila Hallett, Executive Director, sheila@seniorscouncil.net by 4:30 pm on September 10, 2023.