

**MacMorran Community Centre  
St. John's, NL**

**Employment Opportunity**

**Job Title:** Senior's Project Coordinator  
15 hours/week,  
Duration: March 24 -October 31, 2008

**Ideal Candidate:**

The ideal candidate must have strong interpersonal skills, excellent oral and written communication skills; must have the ability to work independently and within a team atmosphere, have strong organizational and time management skills and be able to multi-task.

**Duties**

The senior's Project Coordinator will oversee the entire operation of the project, including all necessary documentation, program delivery, and evaluation.

Specific Duties include:

- Liaise with other agencies and organizations,
- Facilitate presentations to senior's group,
- Coordinate a mini-conference,
- Research and write a resource manual for seniors.

**Qualifications:**

- Experience in community development required.
- Previous experience working with the fifty-plus population an asset.
- Previous experience conducting presentations an asset,
- Education: degree or diploma in social sciences, including sociology, education, social work; or an equivalent combination of education and experience considered.

**How to Apply:**

Please submit cover letter and resume to:

Email: [jrockwell@macmorran.ca](mailto:jrockwell@macmorran.ca)

Fax: 722-1885 or

By mail: P.O. Box 21046

St. John's, NL

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**Deadline for application is February 15, 2008**

This project is funded by New Horizons, Service Canada