

# AGE FRIENDLY PROGRAM ASSISTANT

**We are looking for an enthusiastic individual with great organizational and communication skills, who is able to work independently to support the Brandon Age Friendly Committee (AFC) on a contract basis. Must be passionate about the age-friendly movement, understand the challenges of this segment of the population and committed to the betterment of our community. The focus of this position is to assist with the production and development of various marketing opportunities and the promotion of Age Friendly Brandon initiatives.**

## **Roles and Responsibilities:**

Create and produce interpretive and promotional material and display on AF resources and events. This includes, but is not limited to, development of WCG-TV Access programming, newsletter content development and distribution, maintenance of current marketing material such as the Brandon Seniors Resource Guide or development of new strategies such as radon gas promotion, etc.

Develop, recommend, and implement initiatives that align with the Action Plan approved by AFC and monitor metric evaluations of Action Plan.

Develop and adapt materials for the AF website and social media.

Attendance at all AFC meetings.

Attendance at AF events (i.e., Health Checks, ageism workshop, dementia friendly cities, community engagement, etc.)

Prepare reports on activities and finances for AFC and/or funding agencies.

Preparation and distribution of internal and external communications.

May act as liaison between Committee and City Staff and/or other outside organizations.

## Qualifications:

- Exceptional communication skills with the ability to present to a wide variety of audiences, groups, and the media.
- Previous experience in design layout, marketing, and research skills.
- Knowledge of best practices related to external communications, public relations, media relations, and web and online engagement.
- Computer skills including Microsoft Office Programs.
- Website and social media experience would be an asset.
- Strong interpersonal skills with initiative, judgement, and ability to give and take direction.
- Proven organizational, coordination and time management skills being able to manage multiple projects and deadlines at once.
- Familiar with working for boards/committees.
- Experience researching and completing grant/funding applications.
- Class 5 Driver's licence and have access to reliable transportation.

## Position Conditions:

This part time position allows for a flexible work schedule on a work from home basis. It is based on a guaranteed minimum of 12 hours per week, but may fluctuate on a day to day, week by week basis dependent on the specific tasks. Anticipated term of this position is from May 1st to December 31st, 2023. There is a potential of up to 20 hours per week contingent on outside funding, as well as renewal for 2024.

This position reports directly to the Age Friendly Committee or specifically to the Co-Chair(s).

Rate of pay will be \$30.00 per hour based on a 12-hour work week totaling \$720.00 bi-weekly. (The hourly rate includes compensation for office supplies and space based on a rate of \$5.00 per hour.)

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### Competition #230063

Please apply with a cover letter and resume on-line at: <http://jobbank.brandon.ca>

*Applications will be accepted until the position has been filled.*