SENIORS OUTREACH SERVICES (SOS) OF BREN-WIN INC.

CO-ORDINATOR POSITION

**FULL TIME**

**ROLE:**

* To assist seniors (55 +) and persons with disabilities in remaining active and independent.
* To increase awareness of existing services, how to access the services, and provide assistance and/or guidance where required.
* To provide a wide variety of activities for seniors and those with disabilities.
* Provide administrative support to the Board of SOS.

**QUALIFICATIONS:**

* Experience with office equipment and computers as well as Microsoft Office including: Word, Outlook, Excel and Powerpoint.
* Ability to take initiative and work independently with minimal supervision.
* Imagination and desire to provide activities for seniors and those living with disabilities.
* Previous office experience.
* Must hold a valid driver’s license.
* Strong organizational skills to enable effective and appropriate communication with clients and the Board of SOS.
* Strong written and verbal communication skills to enable effective and appropriate communication.

**If you would like a copy of the job description, please request one via the email address listed below.**

Please send letter of application and resume to the address below by **FRIDAY, FEBRUARY 3, 2023**.

Co-ordinator’s Position

Senior’s Outreach Services

P.O. Box 618

Deloraine, MB R0M 0M0

or email:

[lomain1933@gmail.com](mailto:lomain1933@gmail.com)

**We thank all who apply and advise that only those selected for further consideration will be contacted.**