

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

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