

**Job Posting: Project Coordinator, 2SLGBTQIA+ Friendly Visiting
Posting Date: April 9, 2024**

About Spectrum

Spectrum is an organization that serves, affirms, and supports the well-being of 2SLGBTQIA+ individuals in Waterloo Region and the broader community through peer support, community partnerships, education and training, resources, and events.

About the role

Thanks to a New Horizons for Seniors grant, we are hiring a part-time (four hours per week) Project Coordinator to design and implement a new 2SLGBTQIA+ Friendly Visiting program. Based on the Friendly Visiting program at Community Support Connections, this program will work to identify local 2SLGBTQIA+ seniors who would appreciate visits from 2SLGBTQIA+ volunteers.

This will involve reviewing materials shared by Community Support Connections, attending a focus group and/or interviewing older adults who participate in Spectrum's programs to get feedback, and working with our Volunteer & Operations Manager to create a volunteer job description for recruitment. It will also involve reaching out to senior-serving organizations to identify potential senior participants for the program.

The Project Coordinator may, themselves, do some friendly visits. They will help to orient volunteers.

Responsibilities:

- Most work will be completed Monday-Friday during regular business hours (9am-5pm)
- Respect the spaces you enter, including their people and the physical space
- Represent Spectrum in the community, working consistently in compliance with our policies and procedures and according to our values
- Must have a successful police check for the vulnerable sector that is no more than six months old. Spectrum will cover the cost of a new check as needed.

Knowledge, Skills, Abilities & Experience//What You Bring to the Team:

- Demonstrate time management
- Ability to work independently and demonstrate initiative
- Facilitation and presentation skills, being comfortable speaking in front of others
- Lived experience of being a member of a 2SLGBTQIA+ community
- Applicants aged 50+ are preferred for this role
- Emotional intelligence and emotional regulation
- Ability to make others feel comfortable and create a space welcoming of all
- Articulate, oral communication and active listening
- Problem solving skills
- Positive and open attitude, eager to learn

- Keeping up to date on current issues and terminology that is used
- Organization and attention to detail

Physical & Cognitive Requirements

- Able to sit for prolonged periods
- Able to use a computer and/or cell phone for prolonged periods (including typing and reading)
- Able to travel within Waterloo Region when necessary

The Project Coordinator will be paid \$30 per hour. There is a guarantee of four hours per week. This is a one-year contract.

Application:

Please apply with a cover letter and resume to info@ourspectrum.com by April 30, 2024. Subject line: APPLICATION: FRIENDLY VISITING PROJECT COORDINATOR. **We thank all applicants in advance; however, we will be corresponding only with those selected for an interview.**