

Cummings Centre – Position Vacancy

Job Title – Project Coordinator – Combatting Ageism

Department - Volunteer

Supervisor - Coordinator of Social Action

Schedule – Contract part- time – 14hrs per week

Date – February 2024 to December 2025

WHO WE ARE

The Cummings Centre’s mission is to empower and enhance the quality of life of adults aged 50 and over by providing dynamic and innovative programs, social services, and volunteer opportunities in a vibrant, respectful, inclusive and compassionate environment. Building on its Jewish heritage, Cummings embraces people from all ethnic, cultural and socio-economic backgrounds.

The mandate of the Volunteer Department is to ensure the recruitment, screening, orientation, education, training, retention, and recognition of volunteers of all ages, and of diverse ethnic and cultural backgrounds who are involved in all aspects of the Centre. It determines organizational needs and responds by creating stimulating and meaningful volunteer opportunities to engage capable and caring individuals to support the Centre’s mission, programs and services.

JOB SUMMARY

Through the creation of a documentary film, educational modules and workshops, this intergenerational project will explore the realities of bias and discrimination based on age.

The **Combatting Ageism Coordinator’s** main role will be to work with the Coordinator of the Social Action Committee in overseeing all aspects of the project – Combat Ageism – changing the narrative to create a world of all ages.

JOB DESCRIPTION

- Organize and coordinate the different parts of the project to ensure its success,
- Oversee the various volunteer planning committees which include research, film content development, interviews and testimonials, guide/module and workshop materials, marketing, outreach, and project evaluation,
- Monitor project timeline and deliverables,
- Provide administrative support (scheduling, coordinating, reporting),
- Liaze with internal staff and committees and with external collaborators,
- Provide detailed updates to the stakeholders,
- Ensure team members have the necessary resources available,
- Collaborate closely with the Coordinator of the Social Action Committee.

JOB REQUIREMENTS

- potential travel within Quebec, offering support to film crew,
- excellence organizational skills,
- strong interpersonal and communication skills,
- experience in project development, implementation, and evaluation,
- ability to work autonomously and multi-task,
- ability to work in collaboration and be part of a team,
- computer skills – proficiency in Microsoft Office, Word, Excel, PowerPoint, Zoom
- ability to oversee and supervise volunteer committees an asset,
- working with the 50+ community an asset.

We thank all interested candidates for their interest; only those considered for the position will be contacted for an interview.

We encourage people from minority and racialized groups to apply. We welcome diversity in our workplace.

Interested candidates may submit their resume to HR at: hr@cummingscentre.org