



CUMMINGS JEWISH CENTRE FOR SENIORS JOB POSTING

JOB TITLE: Program Liaison Coordinator
DEPARTMENT: Program Department
DIRECT SUPERVISOR: Program Manager – Program Department
SCHEDULE: Part-time (21 hours/week), flexible schedule

SUMMARY

The Program Liaison Coordinator will help bridge and enhance communication between our Program and Marketing teams. This position will ensure alignment between departments, helping us deliver impactful recreational, educational, and wellness experiences that enrich the lives of older adults. As a vital member of our nonprofit organization, the Program Liaison Coordinator will help translate program needs into effective communications, maintain the integrity of our public-facing materials, and support the accurate and engaging promotion of our programs across multiple platforms.

DUTIES AND RESPONSIBILITIES

- Act as the primary liaison between the Program and Marketing teams to ensure effective communication and alignment of goals
- Identify, prioritize and coordinate program-related needs across departments to support smooth workflows and timely deliverables
- Review and proof brochures, flyers, and digital print content to ensure accuracy, appropriate tone, and relevance for our older adult audience
- Maintain and update program listings, images, and related content in both Titan and Salesforce systems
- Collaborate with program coordinators to gather and verify course data for brochure development and assist with uploading course details into Salesforce
- Compile and organize internal data, such as memberships, guest attendance, and class registrations in order to support planning, reporting and decision making
- Resize and upload images, logos, and graphics in Salesforce to ensure optimal presentation within Titan
- Cross-check program details across all public-facing materials for consistency and accuracy
- Partner with IT to test and validate data uploads and system integrations related to program and marketing content.

EDUCATION, EXPERIENCE AND SKILLS

- Degree in Communications, Business Administration, Marketing, or a related field (or equivalent work experience)
- Exceptional attention to detail, particularly in proofreading and quality control
- Strong communication skills and ability to collaborate effectively across departments
- Experience with website updates and digital media tools (Canva, AI-based platforms)
- Ability to work with data, reporting, and design systems (Salesforce, Photoshop, Canva)
- Technical proficiency and a strong ability to learn new software and IT systems
- Compassionate, patient, and dedicated to enhancing the lives of older adults
- Fluency in French is required

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

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

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