



CUMMINGS JEWISH CENTRE FOR SENIORS JOB POSTING

TITLE: Resource Development Assistant, Frauds and Scams Initiative, independent consultant
DEPARTMENT: Volunteer Services
DIRECT SUPERVISOR: Coordinator of Volunteer Social Action
SCHEDULE: 7hrs per week until March 2026

SUMMARY

The Seniors Fraud Prevention Training Program aims to raise awareness of the increasing threat of frauds and scams targeting vulnerable older adults. By educating seniors and providing practical tips, the program will help protect them from financial and other scams, a prevalent form of elder abuse. The Resource Development Assistant will assist with the development, organization, and upkeep of comprehensive toolkits and resource libraries to support knowledge, sharing efforts across the Senior Fraud Prevention Training Program. They will also help with tabulation of program evaluations and evaluations of resources offered.

DUTIES AND RESPONSIBILITIES

- Resource creation & curation
- Research and identify relevant tools, templates, and resources to accompany lectures
- Create user-friendly toolkit to accompany frauds and scams lectures
- Maintain and update existing resource libraries to ensure accuracy and relevance
- Tabulate and report findings from program and resource evaluations

Organization & Accessibility

- Design intuitive navigation system for resource databases
- Ensure all resources are properly formatted and accessible across different platforms

Quality Assurance

- Review and test all tools and resources before deployment
- Gather user feedback and implement improvements

Collaboration & Support

- Work closely with the volunteer committee and staff coordinator to develop resources

EDUCATION, EXPERIENCE & SKILLS

- Bachelor's degree in a relevant field or equivalent experience

- 1-3 years of experience in administrative support, project coordination, or a similar role
- Experience with digital asset management or knowledge management systems preferred
- French and English communication skills. English is required to best serve the needs of our clientele.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, SharePoint)
- Knowledge of SurveyMonkey (survey design, data collection, and analysis)
- Basic understanding of database management and file organization systems
- Strong organizational and categorization skills
- Ability to work independently and manage multiple assets simultaneously
- Research and analytical skills for identifying relevant resources
- Experience with instructional design an asset
- Previous experience in resource library management or a similar role an asset

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