



**Dignity  
Seniors  
Society**

#### **0.4 Part-time Project Consultant (Project Volunteer Coordinator)**

**Position Title:** Contracted (0.3 part time) Project Lead

**Rate of pay:** \$35.00 p/h

**Hours:** 12 hours per week (flexible), home office based and self-regulated

**Location:** Vancouver BC based – travel to partner sites required (West End and Collingwood)

**Contract duration:** 7 months (September 1<sup>st</sup>, 2025 - March 31<sup>st</sup>, 2026)

**Reports to:** Dignity Seniors Board of Directors

#### **Project Description**

Work with DSS Partner Organizations to integrate DSS's 'We Are Familee' aging-in-place program to support 2SLGBTQIA+ older adults age at home.

#### **Position Duties:**

Project Volunteer Coordinator will:

- Build relationships with partner organizations to identify program synergies and integrate the Rainbow Circle into existing programs to maximize the supports for 2SLGBTQI+ older adults.
- Recruit, train and manage a group of volunteers at each partner site.
- Oversee the volunteers training and their preparedness to enter the program.
- Retain a group of volunteers in each partner organization and gain empirical evidence to operate and improve a fully replicable WAF program.
- Enlist appropriate 2SLGBTQ+ older adults to engage with the project.
- Work with the WAF Supervisor to ensure the volunteers are fully supported
- Provide on-going reports to the DSS Board and project progress reports to funders with recommendations on how to expand the project to a BC-wide DSS program.

#### **Preferred Skills and Experience**

- Minimum 5 years of relevant experience in a project management/vol coordinator role, preferably in the not-for-profit sector, with a proven record of developing effective programing
- Strong project management and leadership skills
- Excellent communication and interpersonal abilities
- Volunteer management experience is an asset
- Have a passion to support 2SLGBTQI+ seniors who fought for the rights we enjoy today

- Be a 2SLGBTQI+ community member, or a committed ally, and have a good understanding of the needs and challenges faced by aging 2SLGBTQI+ people
- Have a strong understanding of the importance of diversity, equity and inclusion
- Strong organizational and time-management skills
- Ability to work independently and as a team player
- Knowledge of strategies to engage and provide information to 'hard to reach' 2SLGBTQI+ older adults and/or those with limited access to technology

**Preferred Qualifications or equivalent:**

- Degree in Project Management or a related field such as business administration or public relations OR;
- Degree/Diploma from the Social Services sector
- Diversity, dignity, inclusivity, and cultural awareness training an asset

Dignity Seniors Society is an inclusive organization. We encourage applications from all qualified individuals and strive to provide accommodations as needed.