

Older Adult Centres' Association of Ontario (OACAO) - Job Posting

Position Title:	Seniors Active Living Fairs Project Assistant
Position Type:	Part-time, contract between August 2023 – March 2024
Hours of Work:	Anticipated 70 - 75 hours per month, flexible hours (May be required to work occasional weekends)
Location of work:	Remote, with travel within Ontario
Rate of Pay:	Based on work experience and skills
Reports to:	Development and Marketing Coordinator

About OACAO:

The Older Adult Centres' Association of Ontario (OACAO), founded in 1973, is a non-profit organization providing resources, expertise and leadership to Older Adult Centres, Seniors Active Living Centres (SALCs) and senior groups through advocacy, education, networking, and innovative direction. The Association has membership of over 230 Centres, organizations and individuals involved in working with older adult participants and volunteers across Ontario. The OACAO Head Office is located in Caledon East, ON.

Job Duties and Responsibilities:

1. Attend and support Seniors Active Living Fairs as assigned and scheduled throughout Ontario as the OACAO representative. Participate in Fair Trade Shows: 'Co-host' the Tradeshow table with Ministry representatives, share literature and resources with Fair attendees, answer questions, build partnerships, provide feedback, etc. Coordinate booth setup and teardown and facilitate the return of booth supplies.
2. Provide project evaluation and outcomes reporting support and other administrative duties related to the Seniors Active Living Fairs as assigned.
3. Perform additional duties as required and/or requested.

Qualifications:

- experience working in an older adult centre or seniors focused non-profit organization is an asset
- able to work independently with minimal supervision
- excellent interpersonal, oral, and written communication and relationship-building skills

Older Adult Centres' Association of Ontario
Association des centres pour aînés de l'Ontario

P.O. Box 65, Caledon East, ON L7C 3L8
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www.oacao.org

- ability to prioritize, execute multiple tasks, and easily adapt to changing priorities
- solid organizational and problem-solving skills
- willingness to assist others in a team environment
- strong knowledge and excellent working ability of Microsoft Office Applications
- access to reliable internet and telephone for remote work
- valid driver's license and access to reliable transportation to travel to assigned fairs within Ontario
- ability to lift and move 15 lb boxes
- fluent communication in French is an asset (written and verbal)
- proof of double COVID-19 vaccination may be required (as some Fair Host locations may require this)

Interested applicants must submit a cover letter and resume to Lina Zita, Development and Marketing Coordinator at coordinator@oacao.org. Please include “**SENIORS ACTIVE LIVING FAIRS ASSISTANT POSITION**” in the Subject line.

SUBMISSION DEADLINE: Rolling deadline until position is filled.

This position was made possible through funding from the Government of Ontario.

OACAO is an equal opportunity employer which values diversity in the workplace. We will accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance. Only those applicants selected for an interview will be contacted.

Posting date: July 18, 2023

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