

Position Title: Caregiver Café Coordinator
Location: Golden Ears United Church, Maple Ridge
Status: Part-Time Contract (approx. 5 hours/week)
Contract Dates: August 2019 - June 2020
Rate: \$20/hour plus mileage
Posting Date: Wednesday July 10, 2019
Closing Date: Wednesday July 24th, 2019

General Description

Golden Ears United Church in Maple Ridge invites applications for a part-time contract Caregiver Café coordinator. We have received grant funding for a year to create and offer a support group for caregivers in the community. The Caregiver Café coordinator will be a key role in the design and implementation of this group.

Responsibilities Include

- Producing promotional and advertising material including webpage content
- Planning monthly meetings and booking guest speakers
- Networking within the community to connect with caregivers
- Facilitating the regular monthly Caregiver Café meeting including coordinating with volunteers from the church
- Attending meetings with the group overseeing the project
- Producing a mid-point and final report.

Our ideal candidate will have a knowledge of the issues related to caregiving through either personal or professional experience. The position would ideally suit a retired nurse or other para-professional health care provider who has connections and knowledge of resources in the Maple Ridge area. The group will be run from the church – but will be open to everyone in the community.

Skills and Abilities

- Ability to communicate effectively both verbally and in writing
- Experience in a caregiving profession or personal caregiving experience
- Good networking and social skills
- Excellent organizational skills
- Ability to relate to challenges that caregivers face
- Ability to work with a minimum of supervision

Please submit current resumes by 3:00 pm, Wednesday July 24th, 2019 to:

**Office Administrator
Golden Ears United Church
22165 Dewdney Trunk Road
Maple Ridge, BC V2X 3H7 Email: office@goldenearsunited.ca**

If you are not interested in this position yourself, but know of someone who might be interested we would appreciate if you could share this posting with them. Thank you!