



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Regular Full-Time Programs & Services Coordinator - OSCC

**Posting Number:** 005038

**Department:** Oshawa Senior Community Centres

**Branch:** Oshawa Senior Community Centres

**Location:** OSCC - John St.

**Posting Start Date:** 2024/10/04

**Posting End Date:** 2024/10/16 by 4:30pm

**Employment Group:** CUPE 251

**Salary Grade:** 06, \$34.21 - \$37.99

**Standard Weekly Hours of Work:** 36.25

**Shift Work Required:** No

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## **Job Description**

Reporting to the Manager, Volunteer & Community Relations or designate, the OSCC55+ Programs and Services Coordinator is responsible for coordinating the production of quarterly Activity Guide, creation of promotional marketing materials for internal programs and services, maintaining program updates on the website and social media, providing customer service and support in order to advance the business of OSCC55+ and to increase awareness and participation of members in programs and services.

## **Responsibilities:**

- Design, edit and coordinate production of the OSCC55+ Activity Guide
- Coordinate OSCC55+ internal communication and marketing tools including flyers, brochures, and event materials

- Assist with the maintenance of the OSCC55+ website and social media for programs and services
- Provide technical support for recreation software application functions
- Provide Front Desk administrative support and customer service
- Assist with the Partners at Work program

**Requirements:**

- Knowledge and skills generally associated with the completion of a three (3) year degree or diploma in Communications, Business Administration, Marketing/Public Relations with two (2) years of progressive work experience in marketing and communications field. Including one (1) years of experience working with seniors in addition to advanced experience working with system administration registration software (i.e. Intelli)
- Advanced knowledge of Intelli, Microsoft software programs, and Advanced Accessibility Certification (Web and Adobe), along with certification in relevant graphic design software applications such as Adobe InDesign, Photoshop, Illustrator, and Canva
- Demonstrated knowledge of website administration and digital marketing/social media including, Facebook, Instagram, YouTube, Twitter and LinkedIn
- Good customer service experience and communication skills to deal effectively and courteously with staff, customers and the general public; good interpersonal skills with the ability to establish and maintain positive working relationships
- Ability to work independently, quickly and competently with frequent interruptions and ability to work under pressure in order to meet deadlines
- Possess personal qualities of maturity, tact, discretion and have a willing and co-operative attitude
- Ability to provide own transportation as required

As a condition of employment, the City of Oshawa will require successful candidates to provide a Criminal Records Check with Vulnerable Sector Search.

Apply online at: <https://oshawa.jobs.net/en-CA/search>

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagig and Chippewa Anishinaabeg, who have cared*

for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*