



The Town of Gibbons is accepting resumes for the following position:

**Regional Seniors Coordinator/Facilitator**

- **Contracted Full-time 37.5 hours per week September 1, 2025 – March 9, 2028**

The Westend Seniors Activity Centre, as the backbone organization and in collaboration with the Town of Gibbons will implement a collective impact initiative (CII) to increase social inclusion of racialized immigrant/newcomer seniors and seniors living in the Sturgeon Region.

The project will address community social inclusion needs such as lack of awareness of community services and programs, increased risk of fraud and scams, limited access to technology and digital literacy support, social isolation due to geographical and cultural barriers, and capacity challenges faced by senior-serving organizations.

The Coordinator/Facilitator is responsible to conduct the mandates of the Westend Seniors Activity Centres (WSAC) grant guidelines from the Government of Canada in consultation with the Town of Gibbons and the Sturgeon Region.

**Duties for Coordinator/Facilitator:**

- Work with the backbone organization (WSAC) to develop and implement the collective impact plan (CIP), which includes leadership, communication, evaluation and sustainability elements (i.e. evaluation and sustainability plans).
- Ensure the 5 following conditions of the CIP initiative are met:
  - establish a common agenda to work towards a common set of outcomes.
  - implement shared measurements for collaborating organizations on how successes will be measured and reported.
  - mutually reinforce activities such as, collaborating organizations working together to support each other.
  - ensure continuous communications among collaborating organizations with routine
  - planned communications; and provide support and coordination for collaborating organizations with a dedicated team.
- Help build public will, community buy-in and support through strong power to bring stakeholders together to increase the social inclusion of vulnerable seniors.
- Build collective knowledge and ensure alignment of efforts through regular meetings with sub-agreement holders.
- Disseminate the program information and services provided by the sub-agreement holders to promote social inclusion among seniors.
- Ensure continuous improvements of the delivery of programs based on evaluation data.
- Attend the Annual Senior Symposium and Exhibition (Older Bolder Better Seniors Symposium and Exhibition) hosted by WSAC.
- Analyze the quantitative and qualitative data from the sub-project.
- Prepare the quarterly and final report to WSAC according to the evaluation plan.

**Qualifications:**

- Previous experience working with seniors in a rural remote area.
- proven people skills that include sensitivity to cultural and socio-economic differences.
- ability to collaborate with community agencies/partners and independently when required.
- excellent oral and written communication skills, numeracy skills and computer competency (including MS Word, Excel, and Publisher)
- a valid driver's license and access to a vehicle, Standard first aid, food safety certifications, RCMP Record Check and Vulnerable and Intervention Record Check from the Government of Alberta required.

Our organization will be responsible for providing training opportunities in these programs.  
Comprehensive salary provided.

For more information call 780-923-2374. Please forward: resume, covering letter and references to:  
Laura Schmidt, Manager of Family and Support Services

Email: [lschmidt@gibbons.ca](mailto:lschmidt@gibbons.ca)

Only those selected for an interview will be contacted. **POSTED UNTIL FILLED**