

## Job Description

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**Organization:** National Initiative for the Care of the Elderly (NICE)

**Job Title:** Regional Coordinator- Montréal

**Reports to:** National Project Coordinator

### Position Summary:

The Regional Coordinator will assist the National Project Coordinator to execute a two-year grant funded project in Montréal that aims to improve the financial literacy of low-income older women.

### Duties & Responsibilities:

The duties of the Regional Coordinator include, but are not limited to:

- Organizing and facilitating workshops in Montréal, and recruiting older adult participants
- Assist the project coordinator to develop five regionally suitable pocket tools with older women
- Assist in recruiting project volunteers, e.g., project advisory committee
- Coordinating all activities related to the project and its deliverables in Montréal
- Ensuring that the project budget is on track as per the national project coordinator's budget instructions
- Establish partnerships with financial institutions and community agencies in Montréal

### Qualifications:

The ideal candidate will have the following skills, qualifications and experience:

- Post secondary education in relevant Social Science field e.g., gerontology
- Strong leader with the proven ability to work collaboratively with a wide range of individuals as well as work autonomously with minimal supervision
- Experience as a project coordinator/manager is highly desired
- Experience in managing government grants would be an asset but equivalences will be considered
- Ability to lead workshops
- Ability to recruit participants
- Highly motivated, self-starter with excellent time management and prioritization skills including the ability to multi-task effectively and work to deadline
- Exceptional organizational skills including a high level of attention to detail
- Superb interpersonal, written and verbal communication skills are essential
- Strong computer skills, particularly in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Bilingual
- Financial literacy knowledge would be a definite asset

Please submit your covering letter and resume electronically to:

Alexandra Wilson, National Project Coordinator

Email: [alexandra.wilson@nicenet.ca](mailto:alexandra.wilson@nicenet.ca)

Please respond by Friday, August 27, 2010. Only those candidates selected for an interview will be contacted.

For more information about NICE, visit [www.nicenet.ca](http://www.nicenet.ca)