

**Position Title:** YWALC Centro Esperanza Liaison

**Reporting to:** Manager, Direct Services

**Employment Type:** Part time (14 hours per week)

### **Come Work with Us!**

York West Active Living Centre (YWALC) is a not-for-profit organization that enriches the lives of adults 55 plus. YWALC supports healthy, independent living by providing innovative health and wellness programs.

### **What is the opportunity?**

YWALC Centro Esperanza Liaison will be responsible for the effective and responsive delivery of social, physical and health and wellness programming as well as information and referral services for our membership.

### **What will you do?**

#### **Centro Esperanza Programming - duties to be completed in Spanish**

- Research demographics to determine where best to concentrate outreach activities
- Be conversant with daily activities
- Create all promotional materials in Spanish
- Maintain a high level of interaction with community partners; build new relationships through collaboration
- Provide practical supports for program participants
- Establish relevant programming
- Provide information, referral and accompaniment as needed to community services
- Facilitate small and large group work
- Other duties that may be deemed necessary from time to time that are within the ability of the Liaison

#### **General programming**

- Hands on program support to all members
- Assist with membership and program registration
- Advocate on behalf of participants within the organization, with other agencies and to whichever level of government is needed
- Handle cash transactions.
- Maintain and organize files
- Provide information, referral and accompaniment as needed to community services
- Record and report program statistics using YWALC's client information software
- Program set-up for daily activities
- Other duties that may be deemed necessary from time to time that are within the ability of the Liaison

### **What do you need to succeed?**

#### **Must-have:**

- Fully proficient in Spanish and English essential
- Excellent working ability with Microsoft Office Applications a must
- Strong administration, research and communication skills
- Willing to work occasional evenings or weekends
- Exceptional communication and interpersonal skills
- Ability to plan, organize, delegate and supervise programs

- Self motivated, self managing and high achieving
- Skilled at motivating, empowering others and team building
- A must: Bondable, team player, able to multi-task
- Legally eligible to work in Canada

**Nice-to-have:**

- Recreation Management in Gerontology, Community Worker or Recreation and Leisure Services Diploma an asset
- 2 years' minimum job related experience an asset
- Relevant experience working in a volunteer driven environment
- A valid Ontario "G" level driver's license an asset

**Working conditions/requirements:**

- Able to function in an environment that provides constant interruption and change
- Enjoy a constantly changing environment
- This position requires daily lifting, carrying, stretching, walking and standing as an essential job function

**What's in it for you?**

We thrive on the challenge to be our best, progressive thinking to keep growing, and working together to deliver trusted advice to help our members thrive and communities prosper. We care about each other, reaching our potential, making a difference to our communities, and achieving success that is mutual.

- Ability to make a difference and lasting impact
- Work in a dynamic, collaborative, progressive, and high-performing team

**Inclusion and Equal Opportunity Employment**

York West Active Living Centre promotes the principles of and adheres to the tenets of the Ontario Human Rights Code. We strongly encourage applicants with lived experiences, from Aboriginal communities, people of all races, colors, ethnic origins, religions, disabilities, and sexual orientations to apply. We recognize that equitable access to employment is an agent in social change.

Interested?

Please send your cover letter, to be written in Spanish and English, and resume (English only) to [info@ywalc.ca](mailto:info@ywalc.ca)

No phone calls please. Only candidates selected for an interview will be contacted.