



SENIORS PROGRAM COORDINATOR

Role Overview

Are you an experienced social service professional with an interest in accounting and database management? The Seniors Program Coordinator will be part of an integrated team of professionals providing support to Holocaust Survivors and Home Support clients. This is an exciting opportunity for an individual who is eager to uplift the community's well-being.

The Coordinator will provide support in the areas of accounting, database management and financial aid management. In this role, you will play an integral role in maximizing the JFS mission and vision by supporting the social, physical and emotional wellness of all people. The Seniors Program Coordinator reports to Director of Programs & Community Partnerships.

JFS supports and empowers over 3,000 community members annually. Join our dedicated team of professionals and make a difference. As an equal opportunity employer, we are committed to creating an accepting and inclusive environment for all.

What You Will Do

Claims Conference Supplemental & Home Support Financial Aid (80%)

- Receive, document and process the financial aid system for Claims Conference; including all supplemental and home support funding
- Coordinate food voucher disbursement program; including tracking enrollment, coordinating quarterly order, organizing documentation and coordinating delivery
- Input hours and documentation into client databases and program data into Fluxx database
- Prepare letters/forms for cheque distribution, food voucher distribution, annual updates
- Run monthly database reports and prepare quarterly uploads into Diamond Database
- Review Home Support timesheets and upload to client files into database
- Check client documents for accuracy and upload to database

Seniors Program Support (10%)

- Become expert at managing the Alayacare Database. Responsible for assisting other agency staff with Alayacare functions; creating reports and identifying solutions
- Update client info in client databases

Home Support Accounting (10%)

- Assist with accounts receivable/payable for the Home Support program
- Oversee preparation and mail out of invoices



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What You Will Bring to the Job

- 1+ years of related experience in social service sector
- Experience working with the senior (65+) population and knowledge of concerns and challenges faced by this age group
- Advanced experience with databases; Apricot and Alayacare knowledge an asset
- Advanced experience with Microsoft Windows; particularly Excel and Word
- Quick learner for other technology applications
- Strong attention to detail; able to work with numeric calculations and data
- Strong listening and communication skills
- Strong organizational and time management skills
- Ability to work in fast paced environment
- Russian language knowledge an asset, but not necessary

What You Will Receive

- Competitive salary in the non-profit marketplace. The salary range for this role is \$54,000-\$55,000 for a full-time position; 35 hours per week
- Competitive benefits package including generous paid time off, sick days, health and dental benefits, as well as RRSP matching and hybrid work environment
- An opportunity to hone your skills and gain experience
- A chance to contribute in a meaningful way to making a difference in the lives of our clients and community
- A diverse and inclusive working environment

What We Do

Lives uplifted, a world repaired. In pursuit of our mission to support the social, physical and emotional wellness of all people, JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for over 80 years. Join us to make a meaningful impact by proactively addressing challenges, embracing change, and uplifting lives.

JFS Values are in our Core: We welcome everyone • We honour the individual journey • We are courageous and creative • We take pride in our work • We care deeply about people • We treat everyone with dignity and respect•

Vaccination Policy

JFS requires that all employees and volunteers are fully vaccinated against COVID-19. Anyone hired after January 1, 2022 will be required to show evidence that they have received at least one dose of the vaccine prior to employment, and we will require that they be fully vaccinated within 30 days of their start date.



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Next Steps

- Submit a cover letter and resume to jobs@jfsvancouver.ca with "Seniors Program Coordinator" in the subject. Please note, we will only consider applications with a cover letter and resume
- Applications will be accepted through **May 9, 2025**; applications will be considered on a rolling basis
- We hope to have someone in place by **June 2025**

If you have questions, please reach out to Rachel Shanken, Director of Operations – rshanken@jfsvancouver.ca