



Engage Connect Live

Seniors Programs Coordinator (c\$65K package)

Lifestyle & Culture

Holdsworth Community Centre & Services is highly committed to developing and enriching community and cultural life for older people in the Woollahra Municipality as well as the whole of Eastern suburbs.

We currently have an opportunity for an experienced Programs Coordinator. This position sits within our Seniors Community Services and is focused on developing new programs as well as delivering and managing current seniors' community programs.

In this role you will be heavily involved in staff mentoring and supervision, project planning, project coordination and communication. This role also involves continuous liaison and engagement with communities and stakeholders.

To qualify you will need to demonstrate the following.

- Excellent communication and interpersonal skills along with a strong focus on customer service.
- Strong experience in developing, planning and delivering successful seniors programs.
- High level skills and experience in staff supervision and management.
- Strong understanding of seniors community and cultural priorities and issues facing older people.
- Ability to manage conflicting priorities while working towards tight deadlines.
- Qualifications in Education, social work or relevant community and health field or qualifications in Art Administration.

Working for Holdsworth you will enjoy flexible working arrangements a 35 hour working week, further educational opportunities and remuneration of 65k plus salary packaging.

This is a new and rewarding opportunity to make a difference to the community.

If you are seeking an exciting challenge that will further develop your expertise and career, we want to hear from you. Please check our website www.holdsworth.org.au for further information and to download a position description before applying.

Apply by e-mail to info@holdsworth.org.au by **9am Monday 20 February 2012**. Send us your resume with covering letter and selection criteria answered. For further information please contact Maya Jankovic, Manager Seniors Community Services on 9302 3600 or e-mail maya.jankovic@holdsworth.org.au