

# The Town of Perth is currently recruiting for a Seniors Pop-Up Social Coordinator



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<b>Posting Date:</b>	September 11, 2025
<b>Closing Date:</b>	September 25, 2025 at 5 P.M.
<b>Salary Range:</b>	\$27.84 to \$33.17/hour
<b>Hours of Work:</b>	Up to 24.00 hours per week
<b>Classification:</b>	Non-union Panel C
<b>Status:</b>	Part-time Contract: 25-week duration

## The Town:

At the Town of Perth, we offer exciting employment opportunities in a workplace that values diversity, collaboration, and community engagement. Working with us means being part of a team that makes a real difference in the lives of our residents. Whether you're starting your career or looking for new challenges, we can't wait for you to join us!

### The Opportunity:

The Town of Perth is seeking an enthusiastic and community-minded individual to serve as the Seniors Pop-Up Social Coordinator. This part-time contract role is funded through the Ministry for Seniors and Accessibility's Seniors Community Grant Program. The coordinator will be responsible for planning, coordinating, and delivering a series of pop-up social hours in neighborhoods, condos, and apartment buildings with a high density of seniors. These events will provide opportunities for older adults to connect with their neighbors, reduce social isolation, and share feedback on community needs.

### What you will do:

#### *Program Coordination*

- Develop and implement a schedule of neighbourhood-based pop-up social events.
- Work with a small working group of older adults to identify priority neighbourhoods and suitable event locations.
- Organize logistics, including room/space bookings, supplies, snacks, coffee, and activity resources.

#### *Community Engagement*

- Promote events directly within neighbourhoods, using flyers, posters, and word-of-mouth strategies.
- Facilitate friendly, welcoming social gatherings, including leading icebreaker activities.
- Foster relationship-building among neighbours to strengthen social connections.

*The Town of Perth is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the [Human Resources Administrator](#) as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Administrator](#).*

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## *Outreach and Support*

- Share local resources, programs, and supports available to older adults.
- Collect informal feedback from participants to better understand the needs and priorities of seniors in Perth.
- Document feedback and report findings to Community Services staff.

## *Administration and Reporting*

- Track attendance and participation at events.
- Manage program budget for snacks, activities, and supplies.
- Provide regular updates and a final program summary report to the Town.

## **What you will need:**

- Post-secondary education or equivalent experience in community development, recreation, social services, or a related field.
- Experience coordinating community programs, events, or volunteer initiatives.
- Strong interpersonal and communication skills; ability to engage with older adults in a respectful and inclusive manner.
- Demonstrated ability to work independently and manage multiple priorities.
- Experience working with diverse and equity-seeking populations considered an asset.
- Basic budgeting and record-keeping skills.
- Valid driver's license and access to transportation considered an asset.

## *Key Competencies*

- Friendly, approachable, and community focused.
- Strong organizational skills with attention to detail.
- Culturally aware and committed to equity, inclusion, and accessibility.
- Comfortable facilitating small group activities and conversations.

## **What we are offering:**

The Town of Perth is proud to offer the following benefits with this job:

- Public Holiday pay
- Vacation pay
- Employer Matched Pension Program (OMERS)

## **The Next Step:**

If you have the necessary skills, experience, and qualifications, and you can support our core values, we invite you to submit your application using the apply now link below.

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[APPLY NOW](#) or visit our [Employment page](#) for other opportunities.

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