TEMPORARY PART-TIME EMPLOYMENT

Position: Age Friendly Edmonton Information & Communications Network Animator

Reports to: Information and Communications Working Group Chair

Date Approved: September, 2016

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Overview of the position

This position is the result of the work of the Age Friendly Edmonton's Information and Communications Working Group over the past three years to improve information and communication services and resources for seniors in Edmonton. Through this work, a key strategy is the creation of an Age Friendly Information and Communication Network.

Aspiration of the Network

All seniors and those who support them have access to information when they need it, how they need it and where they need it. Information is consistent, meaningful, accessible and accurate.

Organizations providing services and information to seniors collaborate and coordinate action to optimize both information and communication systems. Navigation within and across these systems is straightforward.

Key Assumptions

- An important characteristic of an age-friendly city is the availability of relevant and timely information for seniors and those who support them. A coordinated approach to communication and information provision can support effective utilization of programs and services for seniors.
- An information and communications system is a collection of information products, and their distribution/dissemination over time (organizational processes and practices required to create and maintain them).
- The Network will focus on information products/services that:
  - o Are relevant to seniors.
  - o Substantial in scope.
  - o Reliable sources.
  - o Have mechanisms for regular update.
  - o Widely distributed.
  - o Are consistent over time.

- A Collaborative Systems Model (CSM) approach be taken by the Network. The model uses the metaphor of a subway system, which is an integrated system that is comprised of many individual systems, or subway stations.

- When adapted and applied to information and communication systems, the model has six key components:
    o Coordinating body.
    o Multiple unique entry points.
    o Connection and overlap.
    o Clear pathways between points.
    o Consistent standards.
    o Local autonomy.

- The Network will support individual members to develop and improve their information and communication activities as well as identify opportunities where Network members will work together to pursue a common interest or benefit. Members will participate in project activities as interest and capacity allow.

- Demonstrating the value of the Network through tangible benefits to members is important.

Purpose of Network

The Information and Communication Network (ICN) supports information sharing and collaboration in order to assist organizations to provide the best information and communication services possible.

ICN will support collaboration by:

- Sharing information and encouraging the application of best practices relating to all facets of communication, including information collection, analysis, presentation and dissemination.
- Undertaking research on topics and areas important to members to realize the Network's aspirations.
- Undertaking projects and activities that optimize new and existing communication systems.

● Providing networking opportunities to support organizations to provide the best information and communication services possible.

Role of the Network Animator

The Network Animator will support the Network Leadership Team in the creation and operations of the Information and Communication Network. The focus of the role will be:
● engagement and promotion activities in support of the development of the Network;
● gathering information on options for Network governance and operations to develop a sustainable structure for the Network;
● development and execution of a project plan based on the ICN Transition Plan;
● and providing administration and logistic support to the Network as required.

RESPONSIBILITIES:

Area of Responsibility	Tasks
Research and Information Gathering	● Support the Network in identifying the most appropriate form for Network meetings and events (e.g. facilitated learning sessions, professional development seminars, networking functions) through research and sharing of options and recommendations, building on the research completed to-date by the working group. ● Support the Network in identifying potential governance and administrative models for the Network through information gathering and secondary research. Present findings and recommendations in collaboration with the Network leaders. ● In collaboration with Network Leadership Team, identify appropriate new members of the Network. ● Support the Network in identifying effective and appropriate methods for engaging new and existing members of the Network and develop a community engagement plan in collaboration with Network leaders.
Administration	● Attend and coordinate network meetings. Provide administrative support as required to facilitate the planning of meetings and the execution of meetings. ● Provide administrative support to the Network leaders to facilitate effective governance of the Network. ● Provide administrative support to Network operations and logistics.
Project Coordination – Plan the Project	● Define the scope of the project in collaboration with the Working Group Chair and Network leaders, guided by the ICN Transition Plan. ● Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project

	• Determine the resources (time, money, equipment, etc) required to complete the project that aligns with the proposed ICN Transition Plan • Develop a schedule for project completion that effectively allocates the resources to the activities • Review the project schedule with Working Group Chair and Network Leadership Team; revise the schedule as required • Determine the objectives and measures upon which the project will be evaluated at its completion.
Project Management – Project Implementation	• Execute the project according to the project plan • Develop forms and records to document project and Network development and operations, as required. • Set up files to ensure that all ICN information is appropriately documented and secured • Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project, in collaboration with Working Group Chair and Network Leadership Team. • Establish a communication schedule to update stakeholders including Network Leadership Team, Age Friendly Edmonton, and ESCC.
Project Management – Project Controls	• Write reports on the project for Network Leadership Team and for Age Friendly Edmonton • Manage all project funds according to established accounting policies and procedures • Ensure that all financial records for the project are up to date
Project Management – Project Evaluation	• Ensure that the project deliverables are on time, within budget and at the required level of quality • Evaluate the outcomes of the project as established during the planning phase, in collaboration with Age Friendly Edmonton evaluation efforts

Communications	Development of written materials
	    • Develop written materials such as: promotional materials for events, ICN operations and publications, grant applications, website copy, and other miscellaneous correspondence. These materials will be developed in collaboration with the Working Group Chair and ICN leaders.
	Public Relations
	    • Secure and attend one on one meetings with potential ICN members to share information about the Network and engagement in the work.
	    • Presentations to a variety of audiences as required
	Stakeholder Relations

	● Represent ICN in meetings with stakeholders as required within the scope of the job description. ● Ensure ongoing, timely, effective communication with stakeholders as defined in project plan, including Network leaders and members, Age Friendly Edmonton, and Edmonton Seniors Coordinating Council.
Event Planning	● Undertake and support event planning as necessary ● Develop event planning processes and structures to facilitate future event planning.
Volunteer Co-ordination	● This position will work closely with existing Sage volunteers, but will not be working directly with or supervising volunteers.
Other Duties	● Staff member will participate in typical organizational activities, such as staff meetings and committees, when applicable.

QUALIFICATIONS:

The ideal candidate will have a post-secondary degree, and/or equivalent work experience, that would be the foundations for the skills and knowledge required to execute the responsibilities outlined above.

Candidates should be able to demonstrate their capacity in these areas using examples from previous schooling or employment.

SKILLS and EXPERIENCE:

Exceptional interpersonal skills
Exceptional communication skills, both verbal and written
Excellent knowledge of and comfort using computers
Strong project management skills
Ability to lead/persuade others through written materials and verbal presentations
Ability to work independently, highly motivated
Ability to motivate and engage a diverse audience
Ability to translate complex concepts into accessible, engaging communications materials
Time management skills, highly organized
Ability to problem solve
Experience in research and report writing
Experience working with seniors is an asset
Experience in community development, marketing/communications/public relations, and/or professional associations is an asset

HOURS OF WORK

The hours of work for this position are flexible, provided that ICN meetings and related business are attended to. It is anticipated that the total hours of work with be approximately 20 hours per week, on average.

SUPERVISION AND LOCATION OF WORK

The position is supported and supervised directly by the Chair of the AFE Information and Communication Working Group. This position is currently held by the Assistant Executive Director of the Sage Seniors Association and it is anticipated this will remain the case for the term of the position. The position will be closely supported by the Executive Director of the Edmonton Seniors Coordinating Council, as well as the Network Leadership team.

It is anticipated that the Animator will work primarily remotely (e.g. from home), while spending time with key stakeholders (e.g. ESCC, Health link, ASCHA). The Animator will work at Sage as often as necessary in order to receive support and direction from the Working Group Chair.

As the fiscal agent for this project, Sage will be the employer for this position.

SALARY

$28.63 to $31.54 per hour plus benefits as defined by Sage's policies.

Starting point in this range will be based on an assessment of the successful candidate's education, skills, previous experience and other factors.

This is a temporary position that will end in approximately March, 2018.

HOW TO APPLY

By email: kmcdonald@mysage.ca

By Fax: Assistant Executive Director
        780-426-5175

By Mail: Assistant Executive Director
          15 Sir Winston Churchill Square
          Edmonton AB T5J 2E5

Please, no phone calls. Sage thanks all applicants but advises that only those selected for an interview will be contacted.