

Calgary Marathi Association
Job Description – Samadhan Coordinator



Job title: Samadhan Coordinator , CMA Seniors Club

Work Location: Calgary

Reports to: BOT, CMA

Full-time

Part-time

Paid

Volunteering / Not Paid

Job Description:

- Acting in a Facilitator capacity to connect with our seniors, family members of CMA, CMA BOT and various external organizations all over Calgary and nearby areas.

Essential Duties and Responsibilities:

- Organize events, guide team members and Volunteers in their roles, and assist them in their tasks.
- Organize team-building and networking activities for all members throughout the year.
- Facilitate events as an anchor in front of audiences of 20-40 people.
- Facilitate artistic performances for CMA events.
- Act as a liaison and a channel of communication between CMA and Seniors.
- Manage the Samadhan funds effectively as per the allocated budgets to ensure that every event and activities organized are self-sustainable if possible.
- Keep a record of expenses incurred and submit it to BOT CMA periodically
- Ensure safety aspects are well taken care of for all Seniors events

Qualifications:

- Excellent communication skills in Marathi as well as English
- Prior experience of working with Seniors groups between Age 60 plus years
- Compassionate and organized
- First Aid Skills are preferred
- Has lived and familiarized with Calgary and nearby areas for atleast 2 years
- Be committed to the welfare of Seniors community
- Good listening skills
- Be able to initiate positive changes in the lives of Seniors community