



Township of Matachewan/Royal Canadian Legion 386

Seniors Active Living Program Coordinator

Part-time (20hr/ Week) Contract Based

The Township of Matachewan is located on the Montreal River in the northwestern part of the District of Timiskaming, Northern Ontario. The Municipality is seeking a highly motivated individual to fill the new part-time position of Program Coordinator, committed to providing an age-friendly community with SALC Programming. reporting to C.A.O/Clerk-Treasurer

The partnership between Royal Canadian Legion Branch 386 and the Township of Matachewan SALC Program Staff will coordinate and facilitate engaging programming for older adults 55+ across the area to enhance community engagement, prevent isolation, and improve the health and wellness of attendees. The Program Coordinator will work with both internal and external stakeholders through program delivery with the goal of building, developing, and maintaining effective client relations and community partnership

The ideal candidate will possess the following qualifications: Book-keeping and financial management experience • Knowledge of Microsoft Word, Microsoft Excel, PowerPoint, and Video technology i.e. Zoom/Teams, and social media • Customer Service, and/or service experience with older adults and seniors • Vulnerable Sector Check (VSC) • Bilingualism is an asset

Part-time: 20 hours per week based on SALC Funding and Contract.

Posted Date: June 10, 2025

Closing Date: Until Filled

The complete job description can be found at <https://www.matachewan.com>
Interested applicants should submit a cover letter and resume to the undersigned.

Township of Matachewan
Box 177
283 Moyneur Avenue
Matachewan, ON P0K 1M0
Attn: Cheryl Swanson, CAO/Clerk-Treasurer,
clerktreasurer@matachewan.ca / 705-565-2274

The information collected will be used solely for the purpose of candidate selection, in accordance with MFIPPA. We are an equal-opportunity employer.

We thank all who apply and advise that only those selected for further consideration will be contacted.