

## POSITIONS AVAILABLE

Established in 1978, Age Concern Bermuda is an independent, non-profit organization. Its mandate is to enhance the quality of life and promote the rights and responsibilities of older adults in Bermuda. The non-profit organisation provides knowledge, expertise and insight which helps frame public opinion and policy on issues pertaining to health care, insurance, long term care, residential standards, hardship and elder abuse. Qualifying Seniors receive financial support for groceries, prescription drugs, food and minor home repairs. Age Concern members also have access to information seminars, discounts and concessions from local businesses including but not limited to legal assistance, retirement and employment planning and home care support.

The Charity is presently recruiting for two roles which presents an exciting opportunity for individuals committed to the wellbeing of our senior community to join this dynamic and much needed organisation.

### OPERATIONS MANAGER (PROGRAMS)

The Operations Manager (Programs) reports to the Executive Director and is responsible to oversee, manage and further develop Age Concern programs. Responsibilities include the training, and supervision of personnel to provide high quality service to clients; managing the program budgets and reporting on fund allocation as well as identifying opportunities for continual program operation improvement and expanding program offering and enhancing the quality and delivery of existing programs. ***For a copy of the complete job description, please email [hr@psolutions.bm](mailto:hr@psolutions.bm) or visit the Bermuda Job Board.***

### VOLUNTEER COORDINATOR (PART TIME)

The **Volunteer Coordinator** should be meticulous in keeping records and passionate about volunteer work. They are responsible for our database of volunteers and volunteer opportunities in addition to coordinating with the operational team on administrative changes, schedule changes, and continued training requirements. The successful candidate will recruit, train and supervise new volunteers as well as be responsible for maintaining an up-to-date database and using scheduling & marketing tools such as SignUpGenius in order to keep new and existing volunteers informed about the organization and volunteer opportunities. ***For a copy of the complete job description, please email [hr@psolutions.bm](mailto:hr@psolutions.bm) or visit the Bermuda Job Board.***

### Applicants should ideally have the following:

- An associate's degree in a relevant field (Bachelor's Degree preferred), along with 2-4 years of directly relevant non-profit experience. Previous experience working with the senior community is advantageous.
- Demonstrated ability and sufficient experience to fulfil the responsibilities of the role as outlined in the detailed job descriptions.
- The ability to multi-task, take initiative and be flexible with a level of comfort working both independently and in a team environment.
- Proven ability to creatively problem-solve skills along with a high level of organisation and ability to work against tight timelines and juggle multiple priorities
- A collaborative and welcoming manner with excellent communication and interpersonal skills with the ability to convey information effectively to different audiences
- Excellent understanding of Microsoft Office Suite; database management systems and social media platforms

These roles are ideal for individuals with a passion for advocacy and commitment to the mission and values of Age Concern Bermuda. Salaries are commensurate with experience. Please submit your resume and employment references (Be sure to state which position you are applying for) no later than February 28th 2023 to: **Performance Solutions Limited**, Suite 350, 11 Bermudiana Road, Pembroke, HM08. Email: [hr@psolutions.bm](mailto:hr@psolutions.bm) Ph: 441-232-5270.