



The Valley Community Association is a non-profit, multi-faceted human service agency that provides services and programs to the residents of the Buffalo River Community. Services include child care, youth programs, senior citizen activities, family support services, and neighborhood beautification projects.

The VCA is seeking a part time Senior Citizen & Family Support Services Program Coordinator. The position is a 20-25 hour per week position. Successful candidates must be available between the hours of 9am-3pm, Monday through Thursday to coordinate programming and activities.

The successful candidate should have previous experience working with the elderly population as well as the low income population, especially in the area of public assistance navigation. They must also possess excellent organizational and tracking skills as well as superior time management skills. The Coordinator oversees and directs one part time staff member and numerous volunteers. In addition, the successful candidate must be able to collaborate with other VCA departments and outside agencies and be able to build and expand new and existing partnerships. Previous grant management experience and grant writing skills are preferred but not required.

Program specific responsibilities include, but are not limited to:

#### *Senior Program*

- Development and implementation of programming and activities designed for a population aged 65+, targeted at increasing capacity for independence, healthy living, and promoting improved quality of life. Programming includes both on-site programming at the VCA and at four additional satellite sites.
- Collaborate with community partners to provide comprehensive intervention strategies and presentations that include healthcare partners, legislators, educational providers, social services, and senior citizen advocacy groups
- Ensure sustainability through fundraising, volunteer management, and outreach

#### *Family Support Services*

- Development and implementation of programming designed for low-income, unemployed, or under-employed neighborhood residents
- Coordinate and provide a wide range of services that included food pantry distribution, help in navigating the public assistance system, resume writing, and job searches
- Ensure sustainability through fundraising, volunteer management, and outreach

The successful candidate will possess a Bachelors Degree, Associates Degree, or appropriate experience in the field and possess a valid NYS Drivers License. They must also be able to lift up to 50lb. They **MUST** be computer proficient (Word, Excel, Publisher, Internet, Email) and patience, empathy, and the ability to work and interact with a diverse population.

The successful candidate must also undergo a criminal background check.

Cover letters **AND** resumes are part of the application process and **BOTH** are required in order to be considered for the position. Salary is commensurate with experience and ranges from \$13-\$16/hour.

Resumes can be sent to [loverdorf@thevalleycenter.com](mailto:loverdorf@thevalleycenter.com), mailed to Valley Community Association, C/O Lori Overdorf, 93 Leddy Street, Buffalo, New York 14210, or faxed to 716-823-4254. No phone calls please.