

Golden Area Age Friendly Strategy Update and Modernization Request for Proposals /Project Manager Job Description

Golden Community Economic Development, on behalf of the Age Friendly Community Plan Advisory Committee, is accepting proposals from qualified candidates to lead an update and modernization of the 2014 Age Friendly Community Plan. The update will build on the existing strategy with current data and findings from robust community engagement. It will also look at emerging needs that have developed since the previous strategy. In addition to developing an updated strategy, the project will serve to provide social community engagement events for older adults in the town of Golden and in diverse locations in CSRD Area A. Part of the project includes an opportunity to conduct a micro-pilot of one or two of the strategies to determine their effectiveness and/or how they can be implemented in the community.

The project manager position may be one person, or a small team to a maximum of two people. The project manager(s) will:

1. Manage all aspects of project implementation, reporting and post project analysis
2. Meet deliverables on schedule and on budget
3. Ensure project goals and objectives are met within 10 months of hire (or less)
4. Create and write a succinct strategy that is accessible to all relevant stakeholders
5. Use resource planning skills to allocate to financial, human and material resources appropriately
6. Create and maintain detailed documentation
7. Collect data, prepare, and write reports throughout the project lifespan
8. Develop and manage working relationships with community stakeholders, advisory committee, and volunteers
9. Communicate with project stakeholders with updates at an effective frequency
10. Develop, initiate, and follow through on assigned project initiatives
11. Delegate tasks to appropriate volunteers within the project

12. Provide visibility/awareness for the project in the community via social media, inserts in newsletters, etc.
13. Provide visibility/awareness for the project by attending public events, meeting with organizations, or by any means appropriate
14. Support other community initiatives that align with the project
15. Ensure project timelines are maintained or adjusted appropriately if extenuating circumstances warrant it
16. Organize engagement events in CSRD Area A that serve the project and as a social gathering for participants

Candidates should possess the following:

- Strong leadership and collaboration skills
- Excellent problem solving skills
- Advanced analytical and time management skills
- High communication in both written and verbal
- Ability to work with people of diverse backgrounds, abilities, and perspectives
- Be approachable, a good listener, and tactful with interacting with others
- Able to synthesize a diversity of opinions and perspectives and make sound decisions on how to proceed
- Ability to write a community-based strategy that is approachable and understandable for the general public, and is also rooted in data and current best practices
- Ability to organize and facilitate community events that are effective and comfortable for older adults and community stakeholders
- Ability to work unusual hours to fulfill project requirements

Before applying, candidates should review and confirm they understand:

1. Project Outcomes
2. Project Work Plan
3. The existing plan [Age Friendly Community Plan Golden: 2014](#)

Compensation is salaried or by consulting agreement not exceeding \$25,000

The successful candidate(s) must provide a clear criminal record check including vulnerable sector and a reliable vehicle

Questions can be sent to: agefriendly@goldenced.ca

Please send cover letter and resume and/or proposal to: agefriendly@goldenced.ca

Position is open until February 14, 2025 at 8pm

Short listed candidates will be notified the week of February 18-21, 2025

Interviews are expected to take place in person the week of February 24-28, 2025 and references will be requested at that point.

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Appendix

Project Outcomes

The Age Friendly Project Advisory Committee has identified the following outcomes for this project:

1. Evaluate the 2014 Age Friendly Community Plan's goals and successes and identify any current gaps
2. Explore and experiment with 1 or 2 micro-projects to test for effectiveness/feasibility before including them in the updated 2025 strategy
3. Understand climate change impacts and emergency preparedness for older residents and include them in the 2025 strategy
4. Examine how to increase awareness of ageism and how to combat it at the community level
5. Examine how to increase awareness of dementia and how to supportive dementia friendliness at the community level
6. Re-prioritize recommendations/actions/projects according to 2025 inputs
7. Scan resources and capacity for implementation of the strategy and make recommendations on how to acquire any deficient capacity
8. Larger community will be engaged and have increased knowledge of moving Golden and Area forward with increased age-friendliness

Workplan

Actions the project manager will complete to meet the project outcomes on behalf of the Age Friendly Project Advisory Committee:

1. Collate and analyze the actions taken in the last decade/work that came out of the original 2014 plan and the status of recommendations that were made in 2014.
2. Provide a gap analysis including identifying where we are now, and where we need attention to move forward.
3. Update the Age Friendly Assessment Survey based on analysis above and relevant to the current context and needs of 2025 and beyond.
4. With support from the Committee and volunteers, the survey(s) will be administered.
5. With support from the Committee and volunteers, community engagement opportunities will be utilized to reach older adults and aligned individuals and organizations. A variety of techniques may be used to understand and include their perspectives in the project process.
6. With support from the Committee and other volunteers, the Project Manager will plan and implement social events that double as community engagement opportunities such as focus groups for information sharing, ground-truthing project findings, etc.
7. The Project Manager will analyze survey data and any other relevant materials used for the collection of data and feedback for the project.
8. With the support of the Committee, the Project Manager will identify possible micro projects that address a strategy that came up in the engagement process. They will work with the project volunteers to explore the feasibility of one or two in partnership with community organizations (e.g., telephone tree for reaching residents in an emergency).
9. The Project Manager will have excellent communication and outreach to the community to share project information and updates throughout the project.
10. The Project Manager will write an updated and modernized Golden and Area 'A' Age Friendly Community Plan that includes recommendations with priorities and timeline for implementation.

- a. The updated strategy will be approachable and easily understood by community members.
 - b. The updated strategy will identify what capacity currently exists, and what the resources will be required for implementation.
 - c. The updated strategy will have a high level of buy-in from the Committee and other project partners.

11. The entire Project team will hold a debrief at completion. Reflections on what went well and what recommendations we have for a future group to update the Plan will be recorded.

12. The Project Manager will lead the organizing of a Community celebration upon completion of the strategy to share it with the public and celebrate the milestone.