

Exciting Opportunity: Project Manager for Age-Friendly Strategy Update

Golden Community Economic Development, in partnership with the Age-Friendly Community Plan Advisory Committee, is seeking a dynamic Project Manager (or small team of up to two people) to lead the update and modernization of Golden's **2014 Age-Friendly Community Plan**.

This project is about more than just updating a strategy—it's about making Golden a more inclusive, connected, and supportive place for older adults. The updated plan will be based on fresh data, meaningful community engagement, and emerging needs. Additionally, the project will include **social engagement events for older adults** and the chance to test out **one or two pilot initiatives** to see how they work in real life!

What You'll Do:

- Lead all aspects of the project, from planning to completion.
- Meet project goals within **10 months** while staying on time and within budget.
- Develop a clear, accessible strategy for the community.
- Use strong resource management skills to allocate funds, time, and materials effectively.
- Collect data, analyze findings, and prepare reports.
- Build strong relationships with community members, stakeholders, and volunteers.
- Organize **engaging events** in Golden and surrounding areas to bring older adults together.
- Promote the project through social media, newsletters, and community events.
- Ensure the project remains on track, adjusting as needed.
- Support other community initiatives that align with the project's goals.

What We're Looking For:

- Strong leadership and teamwork abilities.
- Excellent problem-solving and organizational skills.
- Effective communication—both written and verbal.
- Ability to connect with people from diverse backgrounds and perspectives.
- Comfortable facilitating community discussions and events.
- Strong decision-making skills based on a range of perspectives.
- Experience writing community-focused reports or strategies.
- Flexibility—some work may take place outside of standard hours.

Additional Requirements:

Before applying, candidates should review:

- The **2014 Age-Friendly Community Plan**
- Project **goals and work plan**
- Expectations for engagement and strategy development

Compensation: Up to **\$25,000**, structured as either a salary or consulting agreement.

- **Additional project costs covered:** \$15,000 (not deducted from wages)

Other Requirements:

- Clear **criminal record check (including vulnerable sector check)**
- **Reliable vehicle** for travel within Golden and surrounding areas

How to Apply:

Send your **cover letter and resume (or project proposal)** to **agefriendly@goldenced.ca**.

Shortlisted candidates will be contacted for interviews. References will be requested at that time.

This is an exciting opportunity to make a meaningful impact on the future of Golden and Area A's age-friendliness. We look forward to your application!