



SENIORS COLLEGE

PRINCE EDWARD ISLAND

SENIORS COLLEGE OF PEI SEEKING PROVINCIAL COORDINATOR

Seniors College of PEI is a self-governed, volunteer, membership-based organization providing welcoming, comfortable and affordable learning opportunities for all seniors over 50, with a wide range of non-credit, peer-learning courses.

The Provincial Coordinator is a part-time job organizing courses in Kings, Queens and Prince Counties for fall, winter and spring semesters; is a member of various committees to further the goals of the College provincially; and supports the Board of Directors with various activities and objectives.

Work will commence in the fall of 2021 and can be conducted from home with regular interaction with various community and provincial partners, including facilitators, venues, and UPEI.

The successful candidate will possess strong skills in the following areas:

- Administrative;
- Analytical;
- Computer;
- Problem-solving;
- Written and oral communication;
- Interpersonal;
- Time management;
- Customer service; and,
- Self-direction.

Please send your resume to seniorscollege@upei.ca by October 6, 2021.