

WE ARE LOOKING FOR...

FULL-TIME CAMPUS COORDINATOR



WHO ARE WE

Elim Village is a leading provider of Senior's Housing and Care in British Columbia offering a variety of housing options from independent living to residential care at our Surrey Campus. In early 2014, Elim started an exciting new phase of development in the Garrison Crossing area of Chilliwack, BC. The Garrison Crossing location includes a fully occupied 64-unit 55+ rental building ('The Redwood') and a 60-unit Independent Living building that will open in late April 2018 ('The Sequoia'), the first of four Independent Living buildings and two supportive care facilities designed for the site.

JOB SUMMARY

We are looking for a *Campus Coordinator* who will be responsible for a wide variety of site duties in support of Elim Village's marketing, community life and operations departments. *The Campus Coordinator* will be Elim Village's main representative to and from its growing independent living community in Elim Garrison Crossing, providing day-to-day leadership and service in marketing, community development and property management functions.

The Campus Coordinator will ensure customer satisfaction and a positive reflection of Elim Village and its values and will work closely with the facilities, business operations and care departments.

This position is full-time. Competitive compensation based on qualifications and experience. Hours of work will include rotating Saturdays.

QUALIFICATIONS

- University degree or College diploma in a related field or equivalent work experience
- Strong working knowledge of marketing principles, community development and business operations
- Experience in marketing, networking and administrative related areas would be an asset
- Computer literate, including effective working skills of MS Outlook, Word, Excel, PowerPoint, SharePoint and Adobe Products
- An ability to work with web site administration, social media and digital data collection

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Able to represent Elim Village as a knowledgeable, professional and respected brand ambassador, embodying the mission, vision, image and values of the organization
- Ability to maintain professionalism, tact, diplomacy to portray the company in a positive manner
- Self-started and motivated, able to work without direct or daily supervision
- Highly effective project management, prioritization, multi-tasking and time management skills to meet deadlines
- Excellent written and verbal communication skills and comprehension
- Able to work with seniors and display patience and empathy
- Exceptional networking, partnering and delegation skills
- Proven team player who is both flexible and highly adaptable
- Professional demeanor and appearance
- Accountability and dependability

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Join a dynamic team of committed health professionals in the continuing development of Elim Village – a complete Campus of Care where residents can age within their community.

TO APPLY

Please submit your cover letter and resume to:

Human Resources
careers@elimvillage.com
Fax 604.587.8998

While we are thankful for all applications, only those applicants selected for interviews will be contacted.