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We Are **HIRING A CONTRACTOR**

BILINGUAL GUIDEBOOK DEVELOPER

The Calgary Chinese Elderly Citizens' Association is a charitable organisation established in 1985 that provides a supportive environment aimed to enhance the well-being of Chinese older adults and their integration into Canadian society.

The Senior Volunteer Connection Initiative is a volunteer-led project which aims to improve the social inclusion of Chinese older adults in senior retirement homes and care centres. The volunteers facilitate meaningful activities to promote physical activity and enhance social connection for older adults.

This role is responsible for content creation and development of a guidebook in Chinese and English, based on the approved funding proposal, with an estimated 80 hours of work. The guidebook is designed to help visiting volunteers lead enjoyable games, physical activities, and social activities in group settings for older adults in senior retirement homes and care centers.

Deliverables:

- Create and develop a guidebook with illustrations and content development/copywriting:
 - o A minimum of 20 pages including at least 10 activities to help build connection and relationship
 - o The content is in both Chinese and English, including the introduction, purpose, facilitation guidelines, and required materials etc
- Comply with all required legislation, copyright regulations, and safety measures for older adults
- Any other duties as assigned by the Supervisor

Qualifications:

- Bachelor's degree or diploma in related discipline
- A minimum of 3 years of work experience in designing and running volunteer-led events/programs suitable for senior homes, adult day cares, and care centres
- Excellent interpersonal, communication and design skills
- Proactive, ability to work independently and attention to detail
- Proficiency in Microsoft Office
- Fluency in writing English and Chinese

Please submit resume and cover letter to: Elaine Ogada, email: elaine.ogada@cceca.ca on/before August 16, 2024.

We would like to thank you in advance for your interest in this contractor position. Please note that only candidates selected for an interview will be contacted. The selected candidate will be required to submit a proposal on developing the activities for older adults.

