

Independent Living Community Life Assistant

Position Summary

Part time: 15-20 hours a week

We are seeking a highly motivated, creative, and organized Community Life Assistant to assist in the programming for active seniors/Independent Living.

This role requires strong communication, organization, creativity, and collaboration skills, along with the flexibility to work occasional evenings and weekends for events and special programming.

Key Responsibilities

- Assist in planning, coordinating, and executing engaging events, activities, and community programs
- Maintain and manage event calendars, schedules, reminders, and communications
- Assist with implementation and follow-through of community initiatives and special projects
- Collect and track participation data, feedback, and event outcomes for reporting purposes
- Provide exceptional customer service and relationship-building with residents, guests, vendors, and team members
- Assist with event setup, breakdown, and logistical coordination
- Represent the organization in a professional, positive, and enthusiastic manner

Qualifications & Skills

- Strong interpersonal and communication skills with the ability to connect with a wide variety of people
- Exceptional written communication, proofreading, and public speaking abilities
- Self-motivated and able to work independently while also being a supportive team player
- Creative mindset with the ability to develop and implement fresh ideas and engaging programs
- Prefer proficiency in Canva, Microsoft PowerPoint, Excel, Word, and Microsoft Office Suite
- Ability to work flexible hours including some evenings and weekends
- Event planning, hospitality, recreation, marketing, or community engagement experience preferred
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