

Position Title: Seniors Active Living Centre and Housing Coordinator

Organization: Toronto Finnish Canadian Seniors Centre – Suomi-Koti Toronto

Location: Toronto, Ontario

Reports To: Executive Director

Status: Full-time, Permanent – Salary \$52,000 – \$60,000

Position Summary

The Seniors Active Living Centre and Housing Coordinator supports Suomi-Koti's mission of providing compassionate care, housing, and activities for the Finnish community. This position is responsible for coordinating engaging seniors' programs and supporting housing administration, tenant relations, and resident engagement in a multilingual, community-focused environment.

Key Responsibilities

- Coordinate Seniors Active Living Centre programs, activities, events, wellness sessions, and social engagement opportunities for adults 55+.
- Process memberships, respond to inquiries, and support participant communication, registration, and attendance tracking.
- Work with staff, volunteers, speakers, instructors, and community partners to plan inclusive programming that reduces isolation and supports active living.
- Support tenant and resident engagement through newsletters, calendars, notices, and community-building activities.
- Assist with housing administration, including move-ins, move-outs, renewals, records, waitlists, and resident correspondence.
- Coordinate follow-up on maintenance, service requests, and housing-related operational needs.
- Maintain accurate files, databases, and administrative records related to both programming and housing.
- Prepare, organize, and submit government grant applications, including gathering required information, drafting program descriptions, assembling attachments, and meeting deadlines.
- Support grant reporting, funding follow-up, tracking of deliverables, and documentation for government and community funders.
- Create and manage social media content for Facebook, Instagram, email newsletters, website updates, and community announcements.
- Assist with general office duties, scheduling, reports, supplies, and internal communication.

Careers



Qualifications

- Post-secondary education in recreation, social services, community development, office administration, housing, or a related field.
- Experience working with older adults, seniors' programming, tenant services, or housing administration.
- Strong organizational, communication, and relationship-building skills.
- Ability to work independently and as part of a collaborative team.
- Proficiency in Microsoft Office and administrative systems.
- Knowledge of Finnish, Estonian, or other languages used in the community is an asset.

Assets

- Experience in multicultural senior services.
- Familiarity with Life Lease housing.
- Event planning, outreach, and community engagement experience.

To Apply

Interested candidates should forward their resume in confidence to HR@suomikoti.ca.

We thank all applicants for their interest. Only those selected for an interview will be contacted.