



JOB POSTINGS

Support Coordinator Temporary Position 14 Hours Per Week

The Support Coordinator is responsible for assisting with the daily operations of the centre, supporting members, and helping ensure programs run smoothly. This role includes providing support within kitchen operations by working closely with the Cook, assisting with food ordering, inventory, and maintaining accurate records of meals sold. The position also involves general administrative duties such as data entry, record keeping, and organizing documentation. At times, the role will include working with and supporting volunteers to ensure efficient service delivery. The successful candidate will have strong organizational and communication skills, with the ability to work both independently and as part of a team. Experience in a community-based setting and familiarity with food service operations are considered assets.

LAF is committed to reflecting the diversity of the communities it serves. We welcome and encourage applications from all qualified candidates. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Submit cover letter and resume to info@lifeafterfifty.ca by Tuesday May 19th, 2026 @12noon.