



LIFE ENRICHMENT ASSOCIATE – Temporary, Full-Time

Menno Place is accepting applications for Life Enrichment Associate. Menno Place is one of BC's largest campuses-of-care providing residential care, assisted living, home support and independent living to 700 residents. Founded in 1953 by the Mennonite Benevolent Society, we have been privileged to serve the physical, emotional, spiritual and relational needs of thousands of residents and their families <http://www.mennoplace.ca>

The Life Enrichment Associate is an integral member of the Menno Place team and is required to have a commitment to the vision, mission and values of Menno Place performing duties following Menno Place policies and procedures and ensuring safety for residents and staff. The position requires excellent interpersonal skills and proven organizational skills.

The Life Enrichment Associate supports the work of the Life Enrichment Coordinator to communicate with seniors and their families before, during and after they become a part of the Menno Place community. They are key to exceptional customer service and effective communication for those who are enquiring or moving to Menno Apartments. Among other things, the Life Enrichment Associate will:

- Support the work of marketing and occupancy for Menno Apartments
- Answer enquiries about moving into Menno Apartments
- Call individuals on the Menno Apartments waitlist
- Book and conduct tours of Menno Apartments
- Communicate and coordinate with those who are moving into Menno Apartments
- Create and publish content for marketing initiatives, including social media posts and video
- Work together to support marketing and occupancy with the Community Enrichment Team

Prerequisite for Hire: High school graduation or equivalent; Diploma in related field (Hospitality, Tourism, Event Planning) or 2 years related experience or equivalent combination of education, training and experience. Experience working in a customer service role. Knowledge of seniors' services and/or working with elderly seniors an asset.

If you are interested in this opportunity, please apply online at www.mennoplace.ca/employment-application. This position ends August 31, 2021. Compensation is \$22/hr.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

[Click Here to Apply Online](http://www.mennoplace.ca/employment-application)