



CCWS

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Job Description

Project Coordinator

Location: Victoria, BC

Reports to: Executive Director

Start Date: As soon as possible

Working hours: Part-time as per contract agreement

Project Title: Passport to Joy Program

Passport to Joy is a community-based program designed to reduce loneliness and social isolation among seniors.

Project Term: September 2026 to August 2027

Objectives and Activities

- Sparking connection and celebrating aging by focusing on joy, engagement, and the dignity of being valued.
- Passport to Joy reduces loneliness by creating structured opportunities for seniors to connect through activities that are meaningful to them.
- Create structured opportunities for connection, learning and community exploration.
- Build on the pilot program from January 2026. This program was funded by the Miroir Foundation.
- Continue to expand this pilot engaging more senior communities,
- Deliver or support accessible events (15-20 over a 12-month period)
- Community partnerships and storytelling are two modalities which will be used.
- Participants will be recognized not only for what they already know but also for their willingness to learn, teach, and engage with others. This dual emphasis—acknowledging wisdom and fostering curiosity—creates new possibilities for belonging and purpose.

- Increase access to services. Many seniors are unaware of available supports or how to navigate them
- Passport to Joy is innovative because it transforms seniors from program recipients into leaders and co-creators of joy. The “passport” concept is playful, familiar, and symbolic; it validates seniors’ life experiences while encouraging curiosity and new exploration.

Specific Duties:

- Specific duties will be developed in a project plan to be completed by September 15, 2026.
- Make revisions and alterations to the Project Plan and Evaluation Plan as required.
- Review the Evaluation Plan adding data following each activity.
- Collaborate with groups working on similar projects or those interested in this initiative.

Timeline (September 2026 to August 2027):

First Quarter:

- Contract coordinator, budget prepared. Initial meetings with potential community partners (James Bay New Horizons, Cook Street Activity Centre, Volunteer Victoria, Community Health Network, Family Caregivers of BC)
- Complete program objectives and activities, Evaluation Plan and tools.
- Activities as planned and proposed.

Second Quarter:

- Follow current research and attend events related to this topic-i.e. Seniors Table event on October 8.
- REACH projects, Connection in Action team, Community Connectors, Building Resilient Neighborhoods, Island Health, Better at Home, and UVic.

Third Quarter:

- Activities as planned and proposed.

Fourth Quarter:

- Final report submitted August 30, 2027.

Project Obligations:

1. Project Updates at six-month mark, final report, and as requested by the Victoria Foundation.
2. Acknowledge the Victoria Foundation in any publications, presentations or social media posts related to the project, and tag the Victoria Foundation if you are sharing information on social media.
3. Final Report is due July 2027.

Indicators of Success:

1. Participation Tracking - 200 seniors directly engaged
2. Surveys and Interviews - 50% reporting increased joy and reduced loneliness
3. Community Partner Reports
4. Ongoing collaboration beyond the grant cycle