



*A Global Program Exchange for Positive Aging*

## **WANTED:**

### **Your Skills to Help Grow the *Pass It On Network***

**Volunteers now** (scroll down or click below links to view job descriptions)

Stipends or salaries to come later

[Operations Manager](#)

[Resource Librarian](#)

[Media Marketing Manager](#)

**Ongoing Volunteers** (scroll down or click below links to view job descriptions)

[Country Liaison](#)

[Discussion Group Leader](#)

Please contact [moira@passitonnetwork.org](mailto:moira@passitonnetwork.org) to declare your interest in growing the Pass It On Network as a staff volunteer. Many thanks for looking through this material.



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## Operations Manager

Part-Time, Virtual

### **Functions:**

#### Comptroller:

- Maintains records and reports regarding the status of the non-profit organization.
- Maintains financial records/reports/books for the organization, including billing for services and payments for maintenance costs and calendar for grant proposals and reports
- Responds to requests from auditor and prepares financial reports for Pass It On's advisors

#### Calendar:

- Maintains calendar for network activities and for partner activities that need to be integrated into Pass It On activities
- Makes travel arrangements, phone conference/meeting arrangements, etc. in response to requests from International Coordinator

#### Contact:

- Responds to general information requests via phone/skype/e-mail, clarifying and matching expressed needs to protocols

### **Qualifications:**

- Speaks and writes in English and French. Other languages would also be useful.
- Record of being trustworthy, reliable, careful decision maker, patient, good listener, unbiased reporter
- Experience in managing a non-profit/for profit business operation
- Experience in summarizing and reporting information in an unbiased manner
- Self-motivated and well-organized, with attention to detail



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## Resource Librarian

Part-Time, Virtual

### **Functions:**

#### Data Base Management:

Collects, documents, organizes, and stores information about multiple defined topics related to aging so that the information is easily accessible via the internet platform to Pass It On members, and forwarded through translation as needed for a global exchange

#### Information gathering and reporting for Research/Teaching/Learning Functions of the Pass It On Network

Collects and provides information for specific studies or program activities, as requested by the International Coordinator

Expands information resources offered on positive aging topics

### **Qualifications:**

Both education and experience in using standard bibliographic style

Education and experience in intercultural speech/communication

Patience for turning data into valuable information



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## Media/Marketing Manager

Part-Time, Virtual

### **Functions:**

Media outreach;

Use of online media to boost membership and attract advocacy leaders around the world to see the Pass It On Network as a useful resource

Education re: media outreach:

Teach/advise liaisons about how to develop effective media outreach as they spread use of Pass It On Network programs in their countries

Guide promotion of Pass It On Network's output – newsletters, reports from program users, recommendations from SIGs, fee-based services

Lead development of Pass It On's marketing plan and evaluation of its implementation

### **Qualifications:**

Extensive education and experience in using full range of media for peer-to-peer networking and marketing

Experience in global media outreach

Ability to present ideas in user-friendly language

Self-motivated, self-directed and attention to detail

Strong plus for knowledge about positive aging and aging networks



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## Country Liaison

Part-time, Virtual

The goal is to have at least one liaison from every country.

A Country Liaison is someone who is aware of what is taking place in his/her country about Positive Aging and the transformation of aging and who can share these initiatives with our global community. We have quarterly virtual meetings of the country liaisons where people exchange news from their countries via the internet. We all learn from each other about what is happening around the globe and, where appropriate, adapt ideas and programs to our own national and regional needs.

We are an organization that builds on the strengths of adults, and an organization that demonstrates the transformation of aging and the vital contribution seniors continue to make whatever their age. We believe in functionality and not in age. Our work complements the work of the many wonderful organizations that serve the needs of the elderly.

At this stage all our communications are in English, but there is the possibility of the Google translation facility for the written word. For our virtual conversations, English is the common language we use.



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## Discussion Group Leader

Part-time, Virtual

### **Functions**

- Actively recruit group members who are interested in the topic
- Expand understanding about concerns/issues related to the topic
- Collect ideas from members about the group's goals, timeline, and measures for success
- Facilitate presentations and discussion to consensus to develop and implement a group plan, with ongoing updates
- Make sure that records are kept and communicate progress to Pass It On leaders on a regular basis
- Advise network leaders about need for future resources and about impact of group plan on the overall network plan
- Promote feedback evaluation on progress of the group based on its plan. Recommend network actions related to group recommendations

### **Qualifications**

- Personal interest in the Discussion Group topic
- Experience as a group facilitator
- Experience in volunteer recruitment and engagement
- Entrepreneurial spirit
- Good communication skills
- Commitment to diversity