

## Focus & Research Group

<b>Organization:</b>	Canadian Organization for Senior Artists and Performers
<b>Date Needed:</b>	As soon as possible
<b>City:</b>	Toronto
<b>Location:</b>	Ontario
<b>Country:</b>	Canada
<b>Primary Category:</b>	Senior programs and research
<b>Type of Position:</b>	Volunteer from Home, work remotely

### Description & Details

#### **COSAP Focus & Research Group**

**Purpose:** Contribute towards COSAPs Mission, *encourage and empower adults 50 and older by providing high quality art and performing arts programs and events in diverse communities* by reaching out to diverse communities across Ontario representing older adults 50+, identify program needs and conduct research to enable greater outreach to older adults.

### Description & Details

We are looking for volunteers to be part of our Focus and Research Group to help us gather important information to help us grow our programs and gain critical community feedback to improve our organization. Must have access to your own computer and be able to conduct research of Ontario senior organizations and community entities, research older adult demographic zones, provide program recommendations and improvements based on senior and local needs.

This is a virtual position where you can work from home, and anywhere in Canada. The Focus & Research Group will consist of no more than 12 members and no less than 8 members from various communities across Ontario and include community arts or performing arts organizational representatives.

### Responsibilities:

This will include, but not limited to:

- Organize monthly Focus Group meetings with diverse representatives from community organizations and older adults 50+ from across Ontario.
- Discuss the local needs and compile recommendations for programming.
- Develop communications materials for promoting the group and its objective to community organizations and any other communication needs.
- Investigate the potential for partnerships or collaborations with local community organizations serving seniors.
- Ensure diversity and inclusion in the Focus Group and community organizations approached.

- Develop and maintain an Excel Spreadsheet of participating organizations and community representatives with contact information and other important information.

**Requirements:**

- Preferably one group member must have a background or experience in communications; one with marketing background or experience; one with co-ordination skills to co-ordinate, direct and assist Focus Group members and with skills in Excel, Word and online research capabilities.
- Group members must be older adults 50+, preferably.
- Group members must be courteous and personable with good interpersonal skills and a friendly manner.
- Possess excellent interpersonal skills with the ability to effectively communicate (verbally and in writing) in English.
- Must be dependable, willing to take initiative, work well independently and as part of a team.

**Time Commitment:**

A regular individual member commitment of 3-5 hours weekly.

**Benefits:**

- Gain some valuable experience in the arts while assisting the organization grow and reach more older adults 50+ in a friendly and fun environment!
- Gain experience or grow existing skills in research, partnerships, collaborations and program development.
- Fill seniors' lives with joy whilst decreasing isolation.

**Support**

Training for this position will be provided. Also, the Managing Director will be available for questions and support.

**About us:**

Canadian Organization for Senior Artists and Performers (COSAP) is a non-profit, providing a wide variety of art programs to mature adults 50+ such as visual arts, literary arts, performing arts, culinary arts, Indigenous, Asian, Islamic and African arts classes in addition to yearly shows in both arts and performing arts. All staff, contract instructors and volunteers of COSAP are responsible for demonstrating support and commitment to the mandate and objectives of COSAP. Everyone is expected to work in the spirit of cooperation and to actively promote harmonious relations and support among all.

**How to Apply / Contact**

Please submit your interest with the subject line "Focus & Research Group Volunteer" to: [e.way@cosap.ca](mailto:e.way@cosap.ca) or call 905-691-9933 to speak to Elisabete Way, Managing Director.