



Engagement Coordinator Job Announcement

Position Overview: EFS supports older adults to live independently and stay socially connected through volunteer services and social activities. The Engagement Coordinator plays a critical role through conducting member outreach and intakes, planning and hosting social events, assisting members with resource navigation and facilitating an advisory group within our members. This position is supervised by the Executive Director.

Responsibilities:

Member Outreach and Intakes- conduct member intakes and home visits, data collection and entry, and collaborate with the Volunteer and/or Transportation Coordinators to set up the requested services.

Social Events- plan and staff social events for older adults and volunteers, primarily small events, a few medium (18-40 people) and at least one annual large community-wide event. Coordinate event logistics, including venue, entertainment or activities, supplies, food, and promotion. Host event and obtain feedback from event attendees.

Advisory group- encourage members to join, schedule and attend meetings, act as liaison between the advisory group and organization, provide support to advisory group. Provide initial facilitation and support to help the group become self-sustaining.

Resource Navigation/Client Support- create and maintain a comprehensive list of resources available in our area for older adults and family caretakers. Create a maintained local vendor list. Assist members who may need additional guidance or advocacy. Provide client support as needed.

Wage: \$25/hour. This is a non-exempt position

Hours: 32 hours per week, .8 FTE

Experience/Education

- AA/BA in geriatrics, social work or related fields
 - Two plus years of experience working with older adults
- OR
- Six plus years of experience working with older adults

Required Skills and Abilities

- Passion for improving the wellbeing of older adults
- Comfortable and skilled at interacting with older populations
- Excellent organizational skills
- Technical skills include proficiency with spreadsheets, word processing, and data entry and collection.
- Innovative, flexible, patient, and able to maintain boundaries
- Event planning experience
- Excellent communication skills on many levels and modes, including community presentations
- Ability to work both independently and as part of a team
- Able to maintain confidentiality

Other Requirements

Must have a valid driver's license and reliable transportation to travel within our service area and occasionally the greater Eastside. The vehicle must have current proof of insurance.

Location

Work locations include fieldwork in our service area of Sammamish, Issaquah, Preston, Fall City, Snoqualmie and North Bend, in our Sammamish office, and remotely if desired.

Physical Requirements

Ability to lift 25 pounds

Application

To apply, please email your resume to kristinw@eastsidefriendsofseniors.org.

Eastside Friends of Seniors believes in providing equal employment opportunity without regard to age, sex, color, race, creed, national origin, religious persuasion, marital or veteran status, sexual orientation, disability, genetic information, citizenship status, pregnancy, or any other basis prohibited by local, state or federal law. The policy applies to all areas of employment, including recruitment, hiring, training and development, performance assessment, promotion, discipline, termination, compensation, benefits, and all other conditions and privileges of employment.