****

**Northeast Iowa Area Agency on Aging**

**Position Description**

**Position**: Community Coordinator

  **Reports to**: Regional Coordinator  **FLSA: Non-** Exempt

**Supervises: NA**

**Date:** 11/04/19 **Job Category: TBD**

**Position Summary:**

The goal of the Community Coordinator position is to enhance quality of life and well-being among elders in Marshall (Poweshiek) County by the promotion and referral of participants to the programs and services offered by NEI3A which provide meaningful opportunities for lifelong learning, social engagement, caregiver support and volunteerism. This position will help reduce the impact of social isolation and empower older persons to age with dignity through working with community partners to expand the reach and scope of NEI3A programs and services in the designated area through enhancing NEI3A positioning and visibility within the community**.**

*The following responsibilities are representative of recurring tasks. These are not to be construed as exclusive or inclusive. Other duties may be required and assigned. These responsibilities must be performed satisfactorily with or without accommodation.*

**Job Responsibilities:**

* Implementing the daily duties within the community outreach plan that will provide for the establishment and maintenance of long-term community relationships with referral sources, resulting in increased utilization of NEI3A programs and services.

• Responsible for the recruiting, training and retention of volunteers for administration of senior dining program, Meal on Wheels and transportation programs.

* Plan and organize activities that would be of interest to older adults
* Cultivate relationships with local groups like the Chamber of Commerce, religious groups, and practitioners, service providers, and other local nonprofits.
* Build coalitions within the local community
* Establish a plan to target potential business partners in the area.
* Cultivate relationships with potential community partners through visits, phone calls, emails and social media interaction

• Network within the community to help boost brand visibility and maintain awareness of community needs

* Find opportunities to support, and identify possible alignments other local businesses.
* Assist in identifying public relations opportunities.
* Funnel creative content disseminated from the marketing department to constituents to establish strategic partnerships in the community.
* Ensure presence of company at local community events on a weekly basis.
* Identify opportunities for community engagement events, and build pipelines for engagement community partners.

**Education and Experience**

**•** Bachelor’s degree in social work, social services, public relations, marketing or related.

Two years’ experience in a customer service, marketing or other position building key business or community relationships

Or

* High school diploma with 6 years’ experience in social work, social services, aging services, community development, community education or related field with experience building key business or community relationships.

**Essential Knowledge, Skills, Experience, and Traits:**

* Excellent interpersonal skills to develop key partnerships and relationships with providers
* Strong leadership skills
* Ability to think creatively to resolve problems
* Excellent organization skills
* Ability supervise a volunteer program
* Ability to work independently and as part of a team
* Strong presentation skills
* The ability to operate computer
* Ability to utilize Microsoft Office 365

 **Physical Demands:**

• While performing the duties of this job, the employee is frequently required to use computers and computer systems (including hardware and software) enter data, or process information.

• Employee in this position must hold a valid driver’s license and proof of insurance with the ability to travel in the assigned areas of responsibility and to attend out of area meetings as necessary.

**Work Environment**

• Noise level in the work environment is moderate.

• **Must complete Mandatory Reporter training required within 6 months of employment.**

**• Criminal and abuse registry background check required**

In compliance with the Americans with Disabilities Act, NEI3A provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the NEI3A.

**I have read and understand this explanation and job description and agree to fulfill the duties therein to the best of my abilities.**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Northeast Iowa Area Agency on Aging is an Equal Opportunity Employer**