

AGE+

JOB POSTING

Job Title: Community Liaison (Part-time)

Location: Madras, Oregon

Bilingual: able to read, write and speak Spanish and English proficiently

Introduction

AGE+ is a growing organization with a new vision for aging in Oregon. Our focus is on community empowerment, capacity building and systems change. We believe in the strengths and abilities of people and communities to build sustainable, replicable models of support for older adults and their families. Our programs primarily focus on rural settings although some of our activities and advocacy are in urban and suburban areas. The Community Liaison will play an integral role as we expand Circles of Care program services into the Madras community¹.

Purpose

Working with AGE+ staff, the Community Liaison will be the primary contact in the Madras area for the Circles of Care programs. This role is mainly externally focused and highly engaged in the community, especially those aspects intersecting with low-income, rural older adults and their families.

Duties

- Grow the Circles of Care program, recruit volunteers and promote the program within the community
- Work with Circles of Care recipients to identify areas of individual need and match available volunteer care partners to address those needs
- Gather ongoing data and information on successes and gaps in the program
- Confirm, update, and expand previously identified list of existing community resources
- Collaborate with local organizations to enhance resource knowledge and partnerships

Qualifications

- Knowledge of and familiarity with Madras communities
- Bi-lingual English/Spanish: at a minimum, the ability to understand and to make oneself understood to all Spanish speaking individuals
- Experience incorporating equity and inclusion principles in programming and service delivery
- Experience in community engagement and collaboration, including an understanding of marketing and outreach strategies
- Licensed driver who can provide their own transportation (mileage reimbursement is available)
- Comfort with public speaking and engaging diverse groups of people

- Associate degree and two years of work experience or equivalent education/work experience
- Commitment to statewide Diversity, Equity and Inclusion
- Able to use Microsoft Office Outlook, Word, CRM data entry (i.e., Salesforce)
- Experience using Zoom video conferencing and smart phone applications
- Experience using Social Media (Facebook, Instagram, Twitter, LinkedIn, etc.)

Working Conditions and Environment

- Part-time, remote work
- Occasional evening events
- Frequent participation in local area meetings

Physical Demand

- Ability to occasionally lift up to 30 lbs

Compensation

- Part-time, hourly
- \$20-22 per hour depending on experience.
- Mileage and approved out-of-pocket expenses reimbursed.
- Paid sick and vacation days

How to Apply

Interested candidates can submit a cover letter and resume via email to: Lori Silverman, Chief Programs Officer, lsilverman@ageplus.org. Include "Community Liaison, Madras Application" in the subject line. In the cover letter please describe your education background and or work experience that qualify you for this position. Also share in your cover letter why you are interested in this position and what strengths you will bring to the organization. Resumes will be accepted until the position is filled.

AGE+ is an equal opportunity employer that champions diversity. AGE+ will not discriminate against any applicant or employee on the basis of race/ethnicity, color, national origin, religion, sexuality, ability/physical challenges, marital status, age, and or gender identification.