



ROGUE VALLEY COUNCIL OF GOVERNMENTS Community Outreach Coordinator

Area Agency on Aging (AAA)
Job Announcement

ABOUT THE POSITION

Rogue Valley Council of Governments is seeking a Community Outreach Coordinator to perform equitable and inclusive community outreach for Area Agency on Aging (AAA) programs and services. The successful applicant will provide information and education in both English and Spanish in a wide variety of venues to ensure inclusion of underserved populations. They will create and foster relationships with community partner agencies to coordinate service delivery to older adults and adults with disabilities. The ideal candidate will have the ability to promote collaboration at local, state, and federal levels for AAA programs.

SALARY

Placement on the salary range is based on each candidate's experience and qualifications. Employees are eligible for step increases after successful completion of a six-month trial service period and annually thereafter.

- **Hiring Salary Range:** \$21.98- \$24.08 hourly, depending on experience and qualifications.
- **Terms:** Part-time - 20 hours, Monday-Friday/non-exempt

WE ARE LOOKING FOR WONDERFUL PEOPLE WHO HAVE:

- A passion for serving older adults and adults with physical disabilities, veterans, and family caregivers
- An understanding of the challenges confronting these populations, as well as the community resources available to benefit them
- The ability to quickly learn about existing AAA Programs and their funding streams
- Sensitivity to cultural differences and a commitment to promoting equity and fairness in social service delivery
- Knowledge of principles, best practices, and emerging trends in inclusive approaches to outreach and service delivery
- Excellent communication, organizational, planning, and computer skills
- The ability to work independently, make competent decisions, and work as an effective team member



APPLICATION PROCESS

For application instructions, please visit “How Do I > Apply for a Job” at www.rvcog.org. A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position. *Incomplete application materials may delay or prevent consideration for the position.*

This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified. It is widely stated, and supported by studies, that candidates are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. Our recruitment goals include hiring the candidate who is best able to meet the performance objectives of this role; we encourage people with non-traditional skill sets and experience to apply, even if you don’t have experience with every job function listed in the job description.

DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- **Education:** High School diploma with college-level coursework in social or human services.
- **Experience:** A minimum of 3 years of experience in social service delivery and/or community outreach.
- **Substitution:** Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

SPECIAL REQUIREMENTS

- **License:** Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.
- **Vehicle:** Possession of, or permanent access to, a personal vehicle.
- **Other:** Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software; **bi-lingual English/Spanish required.**

BENEFITS OF EMPLOYMENT

- Vacation, Sick, and Holiday pay

WORKPLACE ACCOMMODATIONS NOTICE

Rogue Valley Council of Governments is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classifications protected by law.

RVCOG VALUES: SERVICE COLLABORATION PROFESSIONALISM STEWARDSHIP INTEGRITY RESPECT

