

# Memo

**To:** Program Directors

**From:** Sarah Childress

**Date:** March 1, 2021

**Re:** Position Opening

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This position is currently open. Please forward this to your employees.

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**JOB TITLE:** Community Outreach Specialist

**LOCATION:** Main Office

**PROGRAM:** Senior Nutrition

**POSITION SUMMARY:** The Community Outreach Specialist will organize and attend various community events in order to promote the services of the program. Supervise office staff. Perform administrative duties including client assessments and assist with data entry.

**DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:**

- Work with the program director to develop and implement a comprehensive and innovative community outreach plan targeting individual, private, corporate and other organizations, as well as individuals and families, groups such as home care agencies, medical personnel, Community Connect, Service Coordinators, SNP, LIHEAP, congregate sites and other groups, to find clients who need services.
- Research and assist in developing plans for expanding the program's presence in the service communities.
- Organize and attend various community events in order to promote the program and services.
- Create outreach materials, both printed and multi-media, displays and public education materials, copy and distribute as necessary. Also send out intake forms/applications as requested.
- Extensive travel within service area to meet with, and make presentations to community partners, leaders, vendors, media outlets, clients and potential clients. Attend fairs, festivals and community events, distribute correspondence.

- Work with program staff to identify new potential groups and organizations to contact and share program services and information.
- Keep waiting lists current. Reprioritize all clients on delivery routes and waiting lists annually.
- Visit congregate sites (especially apartment complexes) to meet with managers and residents and sign up new participants.
- Complete assessments and reassessments as needed.
- Coordinate and schedule transportation with volunteers for homebound clients. Will also assist with data input, contact volunteers and satisfaction surveys.

**ROLE QUALIFICATIONS:**

**Education Requirements:**

- High School diploma or GED required

**Experience Requirements:**

- One year related experience

**Other Knowledge, Skills and Abilities**

- Self-motivated.
- Excellent interpersonal and communication skills.
- Strong writing and oral presentation skills.
- Ability to interact sensitively, effectively, and professionally.
- Ability to manage multiple tasks.
- Computer proficiency and basic knowledge of Microsoft.
- May maintain program website.
- Exceptional organization and planning skills.
- Knowledge and experience working with diverse communities.

**Hours and Benefits:** Full-time; Non-Exempt.

**To Apply:** Send resume to: DCEA Human Resources, Attn: SNP Community Outreach Specialist, P.O. Box 1218, Morristown, TN 37816 or email to [awhite@douglascherokee.org](mailto:awhite@douglascherokee.org).