

Memo

To: Program Directors
From: Sarah Childress
Date: July 24, 2020
Re: Position Opening

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

Job Title: NSC Community Outreach Advocate

Location:

Program: CSBG

Position Summary: Organize and attend various community events in order to promote the services of the program. Will also perform some administrative duties.

Duties and Responsibilities:

- Work with the program director/staff 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. May include some possible weekend and after normal work hours' events.
- 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.

- Assist with administrative duties as requested by CSBG NSC Data Specialist and/or CSBG NSC Program Director.
- Assist at all community commodity distributions as needed.
- Work with CSBG NSC Bi-lingual CSA when presentations need to be provided in Spanish or literature being disseminated needs to be translated.

Education Requirements:

- High School diploma or GED required.

Experience and Skills Requirements:

- One year previous experience.
- Computer proficiency and basic knowledge of Microsoft.
- May maintain program website.
- Strong writing and oral presentation skills. Exceptional organizational, planning and interpersonal skills. Knowledge and experience working with diverse communities.

Hours and Benefits: Full-time; Non-Exempt

To Apply: Send resume to: DCEA Human Resources, Attn: NSC Community Outreach Advocate, P.O. Box 1218, Morristown, TN 37816. EOE.