

## **Aging Well Neighborhood Outreach & Education Specialist**

### **Full Time Position/Grant Funded**

#### **Primary Function:**

Assist in the promotion and implementation of the Aging Well Neighborhood (AWN) Program. The AWN is a grant funded program with the objective to collaboratively transform the health and healthcare of aging adults. The AWN that brings together older adults, businesses, healthcare, local government, community groups, and social services to promote life-long wellness, support aging at home, address chronic health conditions, offer health education, help build an age-friendly community, and assist older adults at all stages of their personal aging journeys.

The Specialist will collaborate with community partners to develop, market, deliver, and measure health and wellness programs for older adults living in our community. They will grow the AWN network of community partners and AWN community members, by attending business, community, and networking events. They will raise awareness, throughout the community, of services to support older adults by organizing health fairs, attending and presenting at community fairs and groups; promoting AWN and partner programs and events; and conducting outreach to community leaders.

#### **Primary Responsibilities:**

The primary responsibilities of the Aging Well Neighborhood Outreach & Education Specialist, include, but are not limited to:

- Collaborate with external partners to design, develop, promote, and conduct health, wellness, educational, and social workshops and seminars, in English and Spanish, to increase health literacy, promote health self-management, encourage healthy aging activities, and reduce social isolation.
- Organize annual AWN Community Health Fair and assist in two AWN Latino Community Health Fairs
- Collaborate with community partners to develop and conduct specialized programs for Older American's Month in May and Alzheimer's and Brain Awareness Month in June
- Conduct a health screening event in collaboration with one of our community partners.
- Build and maintain databases of program metrics, program participants, and mailing lists, for program evaluation, outreach, and to measure impact and outcomes on older adult health and wellness
- Provide written reports, outcomes, and success stories for grant funders
- Attend and present at local senior group meetings, senior fairs, and community events to increase awareness of ACC services and community resources
- Assist in raising awareness of programs and services through mailings and development and distribution of flyers, health management resources, and other materials
- Other duties as assigned

#### **Requirements for Success:**

- Comfortable networking, making connections with area businesses, nonprofits, community groups, and community leaders, and developing collaborative partnerships
- Comfortable working with vulnerable individuals and people of all socioeconomic levels in an empathetic and non-judgmental manner
- Interest in working with older adults, their families, and their caregivers; Experience working with older adults is a plus
- Confident public speaker/presenter; Able to authentically engage and speak with groups of all sizes
- Creative and collaborative mindset

**About You:**

You're a passionate, dynamic, highly motivated, and self-directed individual who's looking for an opportunity to have an impact on older adults, their families, and caregivers. This integral member of the AWN program will be responsible for building our partner network, conducting our health and wellness program, helping to reduce social isolation, and raising awareness of services to support healthy and safe aging. If you enjoy working with older adults and want to help our community to age well and age in place, this job is for you!

**Minimum Qualifications:**

- BA/BS, preferably in Public Health, Communication, Education, or Social Work
- Bilingual in English/Spanish is a plus
- Excellent verbal and written communication skills
- Excellent presentation skills
- Prior experience in training, education, and/or developing and conducting educational/health and wellness programs a plus
- Experience maintaining databases; collecting and inputting data; experience with outcomes metrics
- Experience developing and conducting educational programs
- Strong technical aptitude: Able to learn new technologies and conduct basic troubleshooting
- Proven success utilizing the features and functionality of Zoom to host and facilitate meetings/seminars, execute polls, and produce reports
- Strong MS Office skills (Excel, Word, PowerPoint, Outlook, MS Teams)
- Proven ability to work and collaborate remotely using a variety of tools and methods
- Excellent organizational skills, ability to multitask, and strong commitment to timely execution of tasks
- Strong problem solving and decision making skills
- Professionalism and good sense of client service
- Strong desire to work with older adults and community members; Prior experience working with older adults a plus

*The qualifications listed above are guidelines. Equivalent experience may be considered.*

**Physical Demands and Working Conditions:**

The position requires the physical ability to:

- Rearrange furniture (on wheels), folding chairs, and folding tables for seminars, events and fitness classes
- Some light lifting, carrying, pulling, and pushing of up to 20 pounds
- Stand for periods of up to 60 minutes at occasional seminars, fairs, and events
- Work at occasional outdoor community event

*The above requirements are representative of the physical demands and working conditions required for this position, with reasonable accommodations.*

**FOR MORE INFORMATION OR TO APPLY:** Contact Alyson Scanlon at [AWN@agingcareconnections.org](mailto:AWN@agingcareconnections.org) with questions. To apply, submit your cover letter and resume to [AWN@agingcareconnections.org](mailto:AWN@agingcareconnections.org).



111 W. Harris Avenue | La Grange, IL 60525 | t: 708-354-1323 | f: 708-354-0282

[www.agingcareconnections.org](http://www.agingcareconnections.org)