



JOB DESCRIPTION

Empowered Aging Specialist

Want to love your work and help make a difference in your community? Do you enjoy meeting new people? Are you passionate about helping older adults? If you answered YES to these questions, come join a small team of creative, outside the box thinkers who strive to improve the lives of older adults and enhance engagement in our community.

General Statement

Under the supervision of the Empowered Aging Division Manager, the Program Specialist will implement and execute multiple program operations and projects and utilize specialized skills and training in order to meet program goals and productivity requirements. The Program Specialist will provide participant and volunteer support and directly engage with older adults in a variety of programs that encourage engagement and promote independence. These programs include Helping Hands, Senior Transportation Program, Grocery Shopper Program, Stay Connected and A Matter of Balance.

Essential Functions

- Form positive and collaborative relationships with program participants and volunteers
- Assist program participants with requests for services
- Help gather needed data and perform data-entry
- Train Volunteers and facilitate small group trainings in person and virtually
- Schedule volunteers and maintain communication with volunteers
- Gather content and stories for communication and outreach purposes
- Co-facilitate fall prevention classes and volunteer meetings as needed
- Refer seniors to local resources
- Perform other duties as necessary to ensure success of the programs

Administrative Duties

- Attends Empowered Aging team meetings
- Participates in agency-wide workgroups and events
- Assists with fundraising, hosting special events and program promotion activities
- Manages participant records in accordance with program standards
- Utilizes agency-wide tools effectively including google calendar, email, timecards and forms
- Other administrative duties as requested

Qualifications

- A.A. in a related field and six months of relevant experience or two years of relevant experience working in jobs of a similar nature with older adults
- Bilingual in English and Spanish
- Ability to translate written materials from English to Spanish
- Familiarity with local senior resources
- Reliability, attention to detail and commitment to quality work
- Ability to organize, prepare for and lead program presentations
- Work collaboratively and effectively with participants, colleagues, service providers and other community members.
- Work with diverse groups and understand culturally-specific needs and values

Plus Factors

- Connections with nonprofits in the Monterey Bay Area
- Experience working or volunteering with older adults
- Newly retired

Conditions of Employment

Employment is contingent on the successful completion of a background check

Employment Terms and Conditions

This position is budgeted for a 25 hour per week. Salary range \$22.43 - \$24.03 per hour depending upon experience.

The Volunteer Center offers a very robust benefits program for employees who work 20 or more hours per week, including:

- Employer sponsored Health care
- Employer sponsored Vision plan
- Employer sponsored Acupuncture and chiropractic coverage
- Employee Assistance Program
- 401(k) Retirement Plan
- 10 Paid Holidays
- 6 Floating holidays per year after satisfying all eligibility requirements.
- 12 days of accrued Vacation for the first year of employment at one day per month
- Sick Leave
- Paid ½ hour lunch
- Flexible Spending Account
- Eligible for mileage reimbursement
- Paid Professional Development Trainings
- Flexible/Hybrid work schedule options

All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical handicap, or disability, medical condition, marital status, gender, sexual preference, age, veteran status, or any other non-merit factor unrelated to job duties.

Equal Employment opportunity/Affirmative Action Employer

