**Job Posting: Communications & Outreach Coordinator**

St. Barnabas Senior Services (SBSS), a nonprofit agency that has been serving aging and impoverished seniors residing in the urban center of Los Angeles for over 100 years, seeks an experienced professional to join the organization as a Client Outreach Coordinator. In conjunction with the Adult Day Services Program Director, the Client Outreach Coordinator will plan, coordinate, and conduct promotion and outreach activities with the goal to increase the number of private pay clients in the Adult Day Services programs. Work will be performed in consultation with the Adult Day Services Program Director, with oversight by the SBSS President/CEO. The position will be part-time (20 hours/week), with an annual salary range of $25,000 to $30,000, plus benefits.

**Qualifications:**

*The ideal candidate:*

* is passionate about the mission of SBSS;
* has experience in outreach activities and building program attendance, particularly with older adults;
* is articulate and personable;
* Has strong interpersonal and networking skills
* is an effective communicator in print, person, and on the phone - to individuals and groups;
* is highly organized and efficient;
* has high professional standards, attention to detail, and commitment to meet deadlines;
* has fluency with Microsoft Office suite;
* has ability to work collaboratively and independently to achieve stated goals;
* has a Bachelor's degree;
* has a vehicle and proof of insurance, with a valid California driver's license and a good driving record

**Essential Duties and Responsibilities:**

* Understand the Adult Day Services' programs, vision, and growth goals.
* Create and execute a comprehensive outreach plan with detailed activities, timeline, and required materials (promotional and advertising) to achieve specified increase in private pay clients.
* Identify target populations and tactics to effectively reach them.
* Develop promotional and human interest articles for print media and other media-related platforms.
* Design and produce outreach materials (brochures, letters, emails, etc.) with a schedule for distribution and follow up to targeted populations.
* Design and schedule appropriate advertising.
* Meet with prospective clients; provide tours; give presentations.
* Participate in the development and content of the SBSS website regarding the Adult Day Services programs.
* Reach goals for increase in private pay clients.
* Be an integral member of the Adult Day Services team, and of the SBSS organization.

**Location:**

This position will be located in Los Angeles, California, and will require frequent travel by personal car throughout the Los Angeles area.

Please email cover letter, résumé, references, and salary requirements to Gina Provencio, (gprovencio@sbssla.org) by Friday, July 10, 2011.