



GOSHEN COMMUNITY CARE JOB DESCRIPTION

OUTREACH COORDINATOR

Goshen Community Care is seeking a compassionate and proactive **Outreach Coordinator** to join our team. This role is vital in supporting older adults in our community, helping them to age in place by fostering healthy connections and providing essential services.

Reports To: Board of Directors Executive Committee

Key Responsibilities

Activity Coordination

- Plan and execute wellness, educational, and social programs tailored toward the elderly population.
- Collaborate with other local entities to enhance programming for older adults.

Outreach Services

- Maintain regular communication with homebound older adults through visits and phone calls.
- Work closely with Goshen's Agent on the Elderly to coordinate needed services for residents.
- Manage transportation requests and ensure timely assistance.
- Oversee the Equipment Loan Closet by maintaining inventory of equipment and tracking loans.

Volunteer Coordination

- Maintain and update the list of active volunteers; recruit and train new volunteers.
- Organize regular volunteer meetings to share information and express appreciation for their contributions.

Other Responsibilities

- Support the organization's fundraising efforts led by the Board of Directors.
- Attend Board Meetings and present monthly Outreach Coordinator reports.
- Assist with the development of the annual budget.

Neighbors Helping Neighbors

PO Box 202, Goshen, CT 06756 | 860.491.HOPE (4673)
GoshenCommunityCare@gmail.com | www.GoshenCommunityCare.org



- Contribute to grant reporting and external communication efforts.

Qualifications

- Deep understanding of the needs of older adults and a passion for serving this community.
- Energetic, positive, flexible attitude, with a willingness to grow alongside the organization.
- Excellent communications skills with the ability to build trust with community members.
- Strong organizational skills with the ability to manage multiple priorities while maintaining attention to detail.
- Demonstrates critical thinking, problem-solving, anticipating needs, taking initiative, and ensuring successful project completion.
- Hospice training preferred, or a willingness to undergo training.
- Preference given to applicants residing in Goshen or nearby communities.

Hours and Salary

- **Part Time:** 15-20 hours per week, with flexible scheduling.
- **Salary:** \$24-28 per hour, based on experience. Hours and Compensation

Application Process

Qualified candidates should submit a cover letter, resume, and three professional references via email to Tricia Poirier, Board President, at ptrish.poirier@gmail.com.

Goshen Community Care is an equal opportunity employer and is strongly committed to building and maintaining a diverse and inclusive community. We encourage applications from people of all backgrounds, including people of color, persons with disabilities, women, and LGBTQ+ applicants.