



Southern Caregiver Resource Center

Caring for those who care for others

JOB ANNOUNCEMENT COMMUNITY EDUCATOR

ORGANIZATION

Southern Caregiver Resource Center (SCRC) is a private, non-profit social services agency that has been offering services to family caregivers of adults with chronic and disabling conditions since 1987. SCRC is the leading provider of free caregiver support services for families caring for frail older adults and adults living with Alzheimer's Disease or related disorders in San Diego County. With a team of highly-qualified, professional staff, SCRC supports families through a full range of programs and services such as Specialized Information, Family Consultation/Case Management Services, Respite Care, Short-term Counseling, Legal/Financial Consultation, Education and Training, Support Groups, Employer Resources and evidence-based programs such as TLC/CALMA.

POSITION SUMMARY

Reporting to the Executive Vice President (EVP), the Community Educator (CE) is a full-time hourly position that provides high level educational and outreach support to Southern Caregiver Resource Center's (SCRC) Education Department. This position is responsible for coordinating and implementing educational and outreach activities to include conducting community presentations, participation at health/resource fairs, outreach and material dissemination, attending meetings and promoting the goals of the Education & Outreach Department. Key functions include but are not limited to managing participant data, tracking reports, creating education and outreach material for electronic and social media.

RESPONSIBILITIES

- Work directly with the Executive Vice President (EVP) to fulfill grant deliverables of the education department.
- Conduct caregiver-focused presentations in both English and Spanish to community groups.
- Participate in special outreach efforts to engage hard to reach diverse communities and other diverse populations.
- Assist in the promotion and dissemination of educational and outreach marketing materials for electronic and print media (e.g. event invitations, Save the Date cards, educational event flyers, survey reports, and other promotional pieces).
- Develop linkages for new community resources, attend and actively participate in assigned network meetings, conduct in-services to partners, and identify potential new partners for program sustainability.
- Coordinate and disseminate educational and outreach material.
- Provide support with coordination of educational events and outreach activities.
- Provide direction to staff and volunteers at educational events.
- Foster and maintain cooperative and productive working relationships.
- Perform other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in a related discipline (i.e. communications, education, gerontology, social work, public health, psychology), and a minimum of 3 years experience in public speaking and community presentations with an emphasis on community outreach with hard to reach diverse communities preferred. Or a Master's degree in a related discipline with a minimum of 1 year experience in public speaking.
- Proficiency in both English and Spanish.
- Familiarity and experience working with San Diego County community organizations, including health and mental health agencies, social service agencies, coalitions/agencies, and formal/informal support networks.
- In-depth understanding of diverse cultures, health disparities, and issues related to access of services.
- Experience with planning community educational events.
- High level administrative experience.
- Excellent organizational skills, accuracy and attention to detail.
- Excellent communication skills.
- Ability to professionally represent SCRC to clients and the public, both over the phone and in person.
- Ability to maintain the confidentiality of SCRC clients.
- Knowledge of and proficiency in the use of computers, office equipment and software programs including Microsoft Word, Microsoft Excel, Power Point, Publisher and Outlook. Ability to learn how to utilize additional software programs and databases as needed.
- Experience with record keeping.
- Experience in designing flyers and other marketing material for electronic and print media.
- Ability to work both as a team member and independently and exercise good judgment.
- Excellent interpersonal skills and the ability to interact effectively and professionally with a variety of staff, foster and maintain cooperative working relationships with clients, agency partners and community professionals and represent the program to clients and the public, both in person and over the phone.
- Possession of a valid driver's license and vehicle for use on the job or reliable transportation.
- Ability to consistently meet the required work schedule of 8:00 a.m. to 5:00 p.m., Monday through Friday, with ability to work a flexible schedule as needed, including occasional evening and weekend work as required.

COMPENSATION AND BENEFITS

Salary commensurate with experience. Full-time employees have access to excellent benefits including generous paid time off, sick time and 12 paid holidays. Exceptional health, dental, vision, 403b matching retirement plan and mileage reimbursement. Position works 40 hours per week, typically Monday through Friday.

APPLICATION PROCESS

Submit resume to Martha Rañón, Executive Vice President, at mranon@caregivercenter.org.

While each department has their specific roles, our staff prides itself on working together to support the whole agency. Come be a part of a team where you can take pride in knowing that you are making a difference in our community and the people we serve!

This is a remote position where employee can work remotely and in SCRC office locations.

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