



## **Job Announcement-Ward 4 Activities and Outreach Coordinator**

### **Join Our Team at Iona Senior Services!**

Are you passionate about supporting older adults and fostering a welcoming, vibrant community? Do you thrive in a dynamic environment where you can make a meaningful impact every day? If so, Iona Senior Services invites you to join our team as an **Activities and Outreach Coordinator!**

#### **About Iona Senior Services**

For nearly 50 years, Iona Senior Services has been a leader in helping older adults and their families navigate the opportunities and challenges of aging in the greater Washington, D.C. area. As a nonprofit organization, we directly support over 4,700+ individuals annually through innovative programs, including adult day health care, active wellness initiatives, support groups, and more. At Iona, we are committed to fostering a warm, inclusive, and collaborative workplace that promotes professional growth and excellence in service.

#### **SUMMARY:**

Reporting to the DACL Project Director, the Outreach and Activities Coordinator is responsible for planning, organizing, and implementing outreach programs and site activities. This role involves engaging with community dining site participants, community members, fostering partnerships, and ensuring the success of various outreach initiatives. The coordinator will work closely with other departments to enhance program visibility, participation, and impact.

#### **RESPONSIBILITIES:**

##### **Outreach Programs:**

- Develop and execute outreach strategies to promote programs and services within the community.
- Build and maintain relationships with community organizations, stakeholders, and local partners.
- Plan and coordinate outreach events, workshops, and information sessions.
- Track and report on outreach activities, including metrics and feedback.

##### **Community Engagement:**

- Engage with community members to understand their needs and interests.
- Collaborate with local lea

##### **Activities Coordination:**

- Plan, coordinate, and oversee community activities, including events, fairs, and special programs.
- Assist with calendar creation and development for congregate dining sites.
- Ensure activities are executed smoothly and align with organizational goals.
- Coordinate logistics such as venue selection, materials, staffing, and scheduling.
- Monitor and evaluate the success of activities, adjusting as needed.

##### **Administrative Duties:**

- Maintain accurate records of outreach and activities, including attendance and feedback.
- Prepare reports and presentations on outreach and activity outcomes for management.

- Assist with other administrative tasks as needed to support department functions.

**Collaboration and Support:**

- Work with other department senior management to align outreach and activities with grant objectives.
- Provide support to team members and volunteers involved in outreach and activities.
- Stay informed about community trends and needs.

**Site Coverage and Dining Site Supervision:**

- Supervise Ward 4 Dining Site Recreation Coordinators.
- Provide site coverage at Ward 4 dining sites, ensuring consistent representation and support.
- Serve food at covered sites, including setup, distribution, and clean-up as needed.
- Complete all documentation related to meal delivery, including tracking orders, inventory, and reporting.
- Address any immediate issues or needs that arise at covered sites.

**REQUIREMENTS:**

- Bachelor's degree in Public Relations, Communications, Event Management, or a related field preferred.
- Minimum of 2-3 years of experience in outreach, community engagement, or event coordination.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with social media platforms.
- Ability to work independently and as part of a team.
- Enthusiastic and proactive approach to community engagement.
- Ability to build and sustain relationships with diverse groups. Strong problem-solving skills and adaptability.

**Compensation & Benefits:**

**Salary:** \$44,000-\$46,800 Part-Time Monday-Friday (30 hours/week)

**Comprehensive Benefits Package, including:**

Health, Dental, and Vision Insurance

Flexible Spending Account

Retirement Plan

Paid Time Off

Life Insurance

**Apply Today!**

To apply please submit cover letter and resume to [personnel@iona.org](mailto:personnel@iona.org)

*Iona Senior Services, an equal opportunity employer, is committed to variety within its staff, and encourages applications from all qualified candidates.*

