



Job Title: Community Engagement Coordinator,
Empowering Vital Aging (EVA)
Reports To: Manager, Vital Aging
Status: Part-time, 20 hours per week, Non-exempt

Broad Scope and Function of Position:

The **Community Engagement Coordinator** will support the mission of Project EVA by developing effective working relationships with community-dwelling older adults and their caregivers to build access to needed community services and wellness interventions. He/she will enhance community connections through collaboration with neighborhood partners and build on partnerships with health care professionals. They will understand the needs and build the trust that allows for exploration of the client's concerns and fears associated with accessing services.

Major Duties and Responsibilities:

Is responsible for but not limited to the following:

- Lead the coordination, facilitation, and administration of Neighborhood Social Circles to identify isolated older adults and provide socialization.
- Recruit community volunteers to host Neighborhood Social Circles.
- Engage in outreach to connect with older adults at risk of losing independence due to the aging process. Administer Rapid Screen risk assessments.
- Facilitate informed and empowered choice as older adults and/or caregivers learn self-navigation skills to service access.
- Facilitate evidence-based classes in partnership with Project EVA team:
 - A Matter of Balance: Managing Concerns about Falls
 - Tai Ji Quan: Moving for Better Balance
 - Living Well with Chronic Conditions
 - Living Well with Diabetes
 - Powerful Tools for Caregivers
- Maintain service data using agency-wide data system (ClientTrack).
- Work in coordination with ESNS Senior Programs (Adult Day, Senior Transportation, Senior Employment, Senior Dining, and Senior Food Shelf Programs).

Qualifications:

Education

- Associate degree or equivalent; Certified Community Health Worker preferred

Experience

- Knowledge/experience with demonstrated ability to work with older adults in a social service setting

- Experience recruiting and supervising volunteers preferred
- Experience in project management preferred

Must have reliable & safe transportation and maintain a valid Driver's License & insurance.

Compensation: \$16.25 - \$20.25 per hour, depending upon qualifications. Benefits include Paid Time Off

Application deadline: June 1st or until filled

Send Resumes/Application to: East Side Neighborhood Services, 1700 Second St NE, Minneapolis, MN 55413; humanresources@esns.org; www.esns.org

AN EQUAL OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER