**OUTREACH SPECIALIST**

Service Now for Adult Persons, Inc. – Rosedale, NY

Under the supervision of the Caregiver Program Director, the Outreach Specialist is responsible for general outreach for the whole agency including the Caregiver program, Case Management, Friendly Visiting, and Home Delivered Meals programs. The outreach specialist will work with all program Directors to ensure adequate knowledge of the specific services offered and eligibility requirements.

**Responsibilities include, but not limited to:**

* Attend to health fairs/community events.
* Assist with social media accounts.
* Work with other key staff on print advertisements such as in community specific newspapers.
* Network with local providers and elected officials.
* Enhance our ties to community organizations.
* Streamline referrals and boost client enrollment in programs across the agency.
* Offer both in person and virtual presentations to professionals at places that interact with the older adult population such s libraries, hospitals, dialysis centers, and physical therapy centers.
* Search for fundraising opportunities such as grants, establishing relationships with potential donors and assisting with in house efforts such as raffles and our annual gala.
* Perform other tasks as requested

**Qualifications**:

* Bachelor’s in Social Work or other Human Services degree.
* 3+ years of related experience required
* Strong writing and relational skills who is self-motivated and creative.
* Bi/Multi-lingual and ties to the community a plus.

**Work Schedule:**

Monday through Friday, 8:30am- 4:30pm

**Salary:** Starting at $52,000.00 with Benefits

To apply, please send a cover letter and resume via fax, or email to Jessica Ahamat.

**Fax**: (929) 895- 6628, or **Email:** jahamat@snapqueens.org