



Job Title: Shelby County Community Coordinator

Reports To: Community Services Manager

FLSA Status: Full-Time Exempt

Department: Community Services

Location: Elder Justice Center – Hybrid (with 2 days minimum in office per work week)

Position Summary: Shelby County Community Coordinator:

The Shelby County Community Coordinator works with the Shelby County Community Services Manager, the M4A Nutrition Department, other M4A personnel, Shelby County senior center managers, municipal leaders, and Shelby County Community Services leaders to increase participation at the Shelby County Senior Centers. To do this, the Shelby County Community Coordinator works with center managers (including center managers of non-Title III senior centers) in Shelby County to develop recreational activities, events, outreach campaigns, and other projects designed to attract new participants to the senior centers. The Shelby County Community Coordinator also works with senior center managers and others to promote and increase senior center transportation to and from the senior centers.

The Shelby County Community Coordinator must adhere to ethical behavior and HIPAA, establish and maintain positive working relationships, communicate effectively, and foster teamwork.

Examples of Essential Duties and Responsibilities for the Shelby County Community Liaison:

- Increase the number of participants at the Shelby County Senior Centers by at least 10% or 16 participants during FY2024.
- Increase the number of older Shelby County individuals who use ClasTran to travel to and from the senior centers by 10% or at least four riders during FY2024.
- Develop and maintain positive communication and working relationships with all senior center staff members in Shelby County.
- Return all calls within 2 working days.
- Develop the activities and programs older adults want at the Shelby County senior centers (exercises, dances, crafts, travel clubs, book clubs, etc.).
- Work with the Shelby County Homebound Coordinator to identify clients receiving frozen home-delivered meals who may want a hot meal at a center or a home-delivered hot meal rather than frozen meals.
- Work with Shelby County volunteer organizations to connect volunteers with opportunities at senior centers to meet the physical, social and mental well-being of older Shelby County adults.
- Maintain and update the M4A website and all social media accounts.
- Gather content, publish, and distribute the M4A e-Newsletter.
- Develop and implement at least two events, activities, or projects in Shelby County (such as an evidence-based exercise, a Benefits Enrollment Event, a Health Fair, or Seasonal Outreach like Santa for Seniors) that will encourage senior center participation and/or senior center transportation.
- Assist the Community Services Manager with the M4A Advisory Council and the A4A Promotion Committee.
- Coordinate, schedule, and promote virtual workshops and events.
- Hold monthly meetings (virtual or in-person) with Shelby County Community Services (Manager and Coordinator) and M4A (Executive Director, Assistant Director and Community Services Manager) to report on projects, activities, events, etc.

Knowledge, Skills, and Abilities:

This position requires superior interpersonal relationship skills such as teambuilding, active listening, relationship building, respect, empathy, trust building, and communication. The Shelby County Outreach Coordinator must be people-focused and community-focused plus have the ability to:

- Set goals and objectives, make decisions, evaluate outcomes, and make changes based on feedback, outcomes, and information.
- Self-motivate.
- Work both as a team member and as a leader.
- Develop projects and events, work productively with partners and team members, execute a project or event, evaluate outcomes, pivot when needed, and modify future projects (activities) or events based on feedback in order to improve future projects.
- Effectively express ideas and communicate verbally and in writing.
- Develop positive rapport with others.
- Resolve conflicts effectively by identifying mutually beneficial solutions or shared principals or goals.
- Document thoroughly with superior attention to detail.
- Manage multiple projects effectively and easily.
- Mastery of English grammar, including spelling and cohesiveness.
- Use Microsoft Office expert skill level and ability to learn new software quickly and proficiently.

Education / Experience:

1. Bachelor's degree in relevant field such as social services, marketing/management, public health/public administration, etc.
2. AIRS or CIRS/A-D preferred but required after one (1) year of employment.
3. Some experience working with older Alabamians or caregivers, plus some experience with outreach and education.

Essential Functions / Physical Requirements:

- The requirements below are required with or without reasonable accommodations:
- Ability to tolerate walking, standing, crouching, reaching, and sitting throughout the day.
- Ability to meet the attendance requirements for the position.
- Ability to drive to locations necessary for program position/program work.
- Ability to occasionally lift and/or move up to 10 pounds.

The statements above reflect general details as necessary to describe the essential functions of this job and the level of knowledge and skills required but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. The staff of M4A are "at-will" employees. I have read and understand the responsibilities and requirements of this position.

Benefits:

Health Insurance: Coverage through Blue Cross Blue Shield of Alabama.

Retirement: Enrollment in the Retirement Systems of Alabama.

Paid Leave: Paid leave policies for accruing sick and annual leave.

Mileage Reimbursement: Compensation for travel expenses at the IRS rate.

How to Apply: Please send your resume, cover letter, and three references to ladams@m4a.org.

Application Deadline: Open until filled.