POSITION: Outreach Coordinator  
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 641

LOCATION: Passages (Caregiver Resource Center)

COMPENSATION: $17.00 per hour

ESSENTIAL JOB FUNCTIONS: Under the direction of the Program Supervisor, the Outreach Coordinator
- Coordinates community education events including reserving venues, hiring presenters, setting up catering, collaborating with vendors, and preparing materials.
- Develops and coordinates training sessions and conferences on topics related to caregiving and aging.
- Conducts informational presentations at community businesses and organizations.
- Develops outreach campaigns using press releases, advertisements, e-mail lists, and other media.
- Collaborates with local community resources to problem solve unmet needs of caregivers.
- Writes and manages printed materials and promotional items for outreach.
- Supports family consultants and program supervisor with data entry, answering phone, screening possible clients for the caregiver program, and other duties as assigned.

EMPLOYMENT STANDARDS: Education and Experience: Bachelor’s degree. Must demonstrate professional experience working with older adults. Knowledge, Skills, & Abilities: Comfortable with public speaking. Competent with Microsoft Office programs (Excel, Publisher, Word and Outlook). Position requires excellent written and verbal communication skills. Bilingual skills desirable, but not essential. Must have valid CA driver’s license and automobile liability insurance and own transportation. The selected candidate will be required to pass a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning of employment.

BENEFITS: Benefits include options for health, vision and/or dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and vacation, sick leave, and holidays.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
- CSU, Chico Research Foundation application
- Cover letter
- Current resume
- Three professional references

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:
http://www.csuchico.edu/up
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
APPLICATION DEADLINE: Open until filled. Application review begins March 26, 2019. Applications received after March 25, 2019 may not be considered. Applications can be submitted:

BY MAIL: 
CSU, Chico Research Foundation
25 Main Street, Suite 206
Chico, CA 95928-5388

IN PERSON: 
CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: 
rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.