



Pro Seniors, Inc.

Long-Term Care Ombudsman Program - Volunteer Coordinator Assistant

www.proseniors.org

Part-Time, Grant-Funded Position:

Pro Seniors seeks a motivated individual to join our Ombudsman Program in support of our growing volunteer program, working under the supervision of the Volunteer Coordinator. Key responsibilities include:

- Contribute to retention efforts of existing volunteer base, including producing monthly activity reports, conducting monthly outreach calls, sending cards for significant occasions and milestones, and contributing to monthly newsletters.
- Coordinate community outreach efforts by contacting senior centers, rotary clubs and other organizations to set up presentations; represent Pro Seniors at select outreach events.
- Timely report processing: weekly documentation of volunteer activities in state database, confirm accurate provider information in state database, produce quarterly activity report and send to volunteers and staff.
- Coordinate mass mailings to increase program visibility.
- Help coordinate quarterly volunteer recognition events, including food and logistics.

Skills and Requirements:

- Interest in, or majoring in gerontology, nursing-home administration, management, marketing, or other relevant fields.
- Project coordination skills, organizing tasks and delivering on-time.
- Excellent verbal and written communication skills.
- Strong Microsoft Office, PowerPoint, Excel, Outlook, database skills. Constant Contact experience a plus.
- Must complete 36 hours of state required training and pass state certification exam.

Hours, Compensation, Timeframe & Work Setting:

- Through September 2022
- 12-15 hours per week, \$15/hour, mileage reimbursement
- Hybrid work environment

Organizational Values: Founded in 1975, Pro Seniors is a nonprofit organization dedicated to helping seniors maximize their independence and quality of life through the resolution of their legal and long-term care problems. Pro Seniors, Inc. is an Equal Opportunity Employer and does not discriminate because of age, race, gender, religion, national origin, marital status, sexual orientation, gender identity or disability.

Application: Confidential applications will be accepted through September 30 at info@proseniors.org.