

We are delighted to announce the opening of a position for a Southern Vermont Volunteer and Outreach Coordinator for the Vermont Senior Medicare Patrol Project of the Community of Vermont Elders. A Regional Volunteer and Outreach Coordinator is responsible to develop a regional strategic outreach plan utilizing appropriate tools and resources through which the plan can be executed. The Southern Vermont Volunteer and Outreach Coordinator will work remotely and as part of a team to increase program growth through outreach, education, volunteerism and partnership development.

For inquiries, please contact us at anita@vermontelders.org.

This position:

25 - 30 hours/week

Pay commensurate with experience

Remote position from Southern Vermont region (Bethel and South)

Reports directly to the SMP Director

The ideal candidate will:

- Be passionate about COVE's Vermont Senior Medicare Patrol (VT SMP) work and mission to enhance the quality of life for older Vermonter's through education and prevention of Healthcare error, fraud and abuse;
- Be a responsible and professional "face" of COVE's Vermont SMP in Southern Vermont;
- Work independently while serving within a team to determine strategy and expected outcomes;
- Possess strong verbal and written communication skills;
- Be expected to meet deadlines with high quality work;
- Have strong working knowledge of Microsoft Office applications (including Word, Excel, PowerPoint, Outlook, etc.);
- Use creative and diverse methods of outreach to older Vermonters and community partners to increase exposure and education throughout the southern Vermont region.

Duties include:

- Outreach and recruit volunteers to train into suitable roles within VT-SMP;
- Coordinate and conduct VT-SMP educational programs and tabling events at community venues;
- Produce engaging media materials utilizing social networking, newsletter articles, podcasts, television/radio interviews;
- Provide volunteer and partner training and consultation support;
- Monitor and evaluate policy implementation as needed;
- Work collaboratively with sub-contractors, partners and COVE staff;
- Evaluation of SMP program's effectiveness in southern Vermont via measurable goals and outcomes as outlined by SMP director;
- Input and track activities on internal and federal data collection programs for monthly reports;
- Participation in additional trainings, certifications, webinars, task forces, committees or other partnership initiatives;
- Oversight and care of electronic equipment and materials related to the position

To apply, please send a resume and cover letter to:

anita@vermontelders.org