



JOB OPPORTUNITY

Job Title: Community Engagement Coordinator
Reports To: Communications Manager
Job Location: Seattle, WA
Compensation: \$19.00-\$21.50 per hour, depending on experience. Includes full benefits.
Hours/Schedule: Full-Time, primarily M – F with occasional nights and weekends; hours variable according to needs of the facility.

JOB DESCRIPTION

The Community Engagement Coordinator is responsible for outreaching and engaging the greater community on behalf of Kin On. This critical role helps to expand Kin On's reach in the community by engaging with clients, supporters/volunteers, and community partners/organizations – through managing and expanding the Healthy Living Program, recruiting & coordinating volunteers, and assisting with overall outreach and fundraising efforts.

ROLE AND RESPONSIBILITIES

Leadership

- Oversee Healthy Living Program staff and volunteers
- Lead regular Healthy Living Program staff and committee meetings
- Serve as a member of the Care Navigator team

Outreach & Community Engagement

- Participate and assist in marketing, community outreach, and fundraising functions
- Work closely with Communications Manager on creating overall outreach/community engagement plan
- Constantly explore partnership opportunities with other like-minded community organizations
- Stay current on community needs and industry trends through continuous learning, professional development opportunities, networking with industry professionals, and representing Kin On at community and professional association events

Program Development & Implementation

- Oversee the Healthy Living Program in Seattle, including facility supervision, programming, equipment upkeep, and participant safety
- Collaborate with Healthy Living Program in Bellevue, providing support as needed
- Develop innovative and when possible, evidence-based programming consistent with program mission and focus areas: 1) physical fitness/wellness, 2) creative aging, 3) health and healthcare education, 4) technology, and 5) recreation/social and community engagement
- Monitor and evaluate program effectiveness through customer satisfaction surveys, community needs assessments, membership focus group, etc.
- Maintain client database, track participation and membership records using MySeniorCenter software
- Purchase and maintain equipment and supplies in accordance with budgetary guidelines for the department. Monitor monthly department expenditures budget
- Promote programs and events through various online and offline marketing channels
- Develop and maintain community partnerships, while building goodwill and name recognition for the Kin On brand

Volunteer Recruitment & Coordination

- Works closely with Healthy Living Advisory Committee to develop and implement appropriate programming
- Work closely with Volunteer Committee to recruit community volunteers to lead or assist with regular programming and special events
- Supervise student interns and program volunteers

MINIMUM QUALIFICATIONS

- Demonstrate an interest in working with a senior population with a warm, outgoing and compassionate personality
- Must demonstrate good written and verbal communication skills necessary to communicate and work effectively with various levels of staff, residents, family members, and the public and for required written documentation or reports. Ability to speak Chinese is a plus but not required
- Ability to develop internal and external relationships to support needs, i.e., recruit and/or direct independent contractors and volunteers
- Willing to work flexible hours, occasionally during evenings and weekends for planned activities and events
- Bachelor's Degree in Social Work, Recreation, Sociology, Psychology or other related field or three (3) years of experience in programming for social agencies working with seniors
- Proficiency in using computer programs, including Microsoft Office, and familiarity with social media, including Facebook
- Demonstrates exceptional customer service - models a service attitude towards others, takes ownership in solving problems, takes initiative to make things better, is friendly and courteous to others

WORKING ENVIRONMENT: This role interacts with a community-based organization. Work is performed within a normal office environment with ambient temperature.

PHYSICAL REQUIREMENTS: Standing, walking, ascend/descend stairs, full range of motion, ability to lift/carry medium weight (up to 50 lbs), light pushing, and pulling (up to 60 lbs). Corrected vision and hearing, sense of touch.

TO APPLY: Please send resume to Hiring Manager via Careers@kinon.org. Only qualified individuals being considered will be contacted for an interview.

ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honor, support, and advocate for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services. Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program. In addressing the unmet needs of the community, Kin On is soon to complete a major capital expansion to include an Assisted Living Facility and Adult Family Home.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law. Kin On participates in E-Verify.