



Houston-Galveston Area Council

Job Title: Outreach Coordinator

Job ID: HS14071

Full/Part Time: Full Time

Regular/Temporary: Regular

Salary: \$46,085.00- \$76,809.00

Date Posted: 3/6/17

H-GAC Overview

Serving more than 6 million people in our region, the Houston Galveston Area Council is the cornerstone to address issues that cross city limits and county lines every day. HGAC is made up of 13 county governments, 107 cities, and 11 school districts. HGAC prides itself in serving as an instrument of local government cooperation, promoting the region's orderly development and the safety and welfare of its citizens.

Opportunity

H-GAC's Human Services department has an exciting opportunity for an Outreach Coordinator to work in Area Agency on Aging. The Area Agency on Aging assists older individuals remain independent and lead healthy lives in the community through various services including nutrition, in-home services, transportation, benefits counseling, advocacy work, training and public outreach.

We are looking for an Outreach Coordinator who is a subject matter expert on evidence-based disease intervention programs, has experience teaching and delivering presentations and has a passion for working with older adults. This individual will be charged with marketing and facilitating evidence-based intervention seminars and educational events. The selected candidate will manage contractors, review and confirm invoices and contract agreements and evaluate delivery of services. This position requires travel within the 12-county service area to deliver seminars, evaluate training providers, and coordinate community projects. If you are someone who has experience in community outreach as it pertains to health and disease intervention and has a passion for working with the elderly community, then we want to hear from you!

Requirements

The successful candidate will have at a minimum:

- Bachelor's Degree in Education, Public Health, Social Work or a related field of study.
- Applicable experience may substitute for education.
- Three (3) years of experience successfully designing, marketing and facilitating educational events, seminars and trainings.
- Proven understanding of subject matter related to the area of outreach and education assigned.
- Proficiency in learning theories depending on audience members.

Preferred qualifications include:

- Five (5) years of experience successfully designing, marketing and facilitating educational events, seminars and trainings.

- Experience or exposure to working with community based programs and grants.

Apply online via: <https://h-gac.com/careers>

H-GAC is an equal opportunity/AA employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, or protected veteran status.