Job Posting
In Service of Seniors
Outreach and Projects Coordinator

North Hills Community Outreach is a community-based non-profit addressing the needs of people facing crisis, hardship and poverty. Since 1987, we’ve helped struggling families in communities in northern Allegheny County get through difficult times and work toward self-sufficiency. Our services include three food pantries and an organic garden, seasonal Sharing Projects, utility program assistance, emergency financial help, Education Assistance for nontraditional adults, WorkAble employment mentoring, Free Tax Preparation, Ask the Attorney legal consultation, In Service of Seniors volunteer care giving for seniors, two Free Rides for Seniors shuttles, Transportation Assistance, and much more.

There are no fees for NHCO’s services. We rely on the generosity and support of individuals, businesses, schools, foundations, government and religious organizations and our many volunteers to carry out our mission of helping people in crisis, hardship and poverty.

As In Service of Seniors Outreach and Projects Coordinator, you will work full-time as part of our team to coordinate services for older adults in our community to help them live healthy and safe with dignity at home.

Our ideal candidate will be able to:

- learn quickly
- manage projects
- solve problems
- understand program policies
- adapt to changing needs
- enjoy talking with older adults

Specific Position Requirements:

Administering programs and services of NHCO’s In Service of Seniors (ISOS) volunteer caregiving program in cooperation and collaboration with local congregations, area agencies, businesses and community groups and coordinating outreach, volunteers and projects to help older adults live healthy and safe with dignity at home

- Meeting with local organizations and key individuals to publicize ISOS programs and services and to promote volunteerism, cooperation, collaboration and financial and in-kind support
- Working with the community, congregations, organizations and partners to achieve program goals
- Coordinating volunteer recruitment, training and retention of ISOS volunteers
- Maintaining active volunteer list, clearances and documentation
- Coordinating ISOS seasonal projects (Thanksgiving meals, holiday gifts, Valentine’s
Day, yard work/snow shoveling) and other special projects as needed

- Coordinating the Safety for Seniors program
- Creating and maintaining resource listing for seniors
- Serving as Volunteer Station Supervisor of AAA Senior Companion Program
- Coordinating new program and project initiatives as needed
- Maintaining program and services data and documentation
- Collecting information to evaluate the quality, quantity, and outcomes of NHCO’s ISOS program in the North Hills and to compile reports as needed
- Other duties as assigned

Hours:

40 hours per week
Evenings and weekends as needed

Education Requirements:

Bachelor’s degree in a helping profession preferred; two years of directly related experience required

Specific Position Requirements:

Expertise in Microsoft Office, Google Suite
Valid PA driver’s license.
Ability to obtain Child Abuse Clearance, Criminal History Clearance, FBI Clearance
Capable of managing multiple tasks with deadlines with ease and professionalism
English speaking with ability to communicate clearly and concisely, verbally and in writing
Normal range of hearing and eyesight to record, prepare and communicate information
Eye-hand coordination and ability to operate computer keyboard, printer, copier and other office equipment
Prolonged sitting, some bending, stooping, reaching and lifting up to 40 pounds.

Interested individuals should email cover letter and resume to
Nancy Jones at nljones@nhco.org.

Position will remain open until right candidate is identified.

North Hills Community Outreach is an equal opportunity employer