



Corporate Education and Relations

Mission

ElderHelp strives to enhance the quality of life for seniors by providing information and services that help them live independently and with dignity.

Values

Compassion ~ Integrity ~ Community ~ Accountability ~ Respect ~ Excellence

POSITION SUMMARY

The Corporate Education and Relations position works within the Employed Family Caregiver Support Program to establish relationships with corporate entities. The position cultivates and maintains relationships with local corporations in an effort to bring new volunteers to ElderHelp for both short-term and long-term assignments; target employees who are caring for an aging loved one to provide education and resources; and work towards increased corporate financial support of the organization.

REPORTS TO

Outreach Manager

ESSENTIAL FUNCTIONS

Volunteer Recruitment

- Initiates relationships with corporate entities to broaden and enhance the development of ElderHelp's volunteer base
- Presents individual and group volunteer opportunities to corporations
- Coordinates and manages initial volunteer inquiries for all corporate staff
- Works with Outreach Manager to sign-up corporate staff for volunteer orientations, and coordinates onsite orientations as appropriate
- Works with Volunteer Team to create meaningful group volunteer opportunities that engage corporate groups with ElderHelp's mission
- Coordinates directly with corporate contact to plan and execute group volunteer activities working with Program Team as appropriate
- Maintains regular and timely communication with corporations and supplies them with up-to-date information, opportunities to get involved, and collateral materials

Employed Family Caregivers

- Works with corporations to identify employees who are caring for aging loved ones
- Provides educational resources and participates in outreach events to connect with these employees
- Communicates with corporate partners to offer in-person lunch and learns and webinars as appropriate
- Creates content for monthly webinars and updates online courses so tools are current and relevant for target audience

- Acts as support liaison for technology platforms used
- Markets ElderHelp as support to employed family caregivers
- Provides information and referral assistance to address caregiver needs as appropriate and directed by Outreach Manager

Corporate Sponsorships and Wellness Programs

- Develops relationships with corporations in ways that lead to corporate financial support of the organization
- Participates in monthly Development Team meetings to ensure coordinated efforts in reaching out to corporations and identifying potential leads
- Works with ElderHelp’s Executive Team to engage corporations in sponsorship and other giving opportunities
- Works with Executive Team to identify ways to work within corporate wellness programs by demonstrating value of Employed Family Caregiver Support Program

General

- Represents ElderHelp in the community by attending collaborative meetings and other community events as appropriate and directed by the Outreach Manager
- Maintains accurate and current metrics on all marketing and outreach activities
- Works with Outreach Manager to achieve goals and report outcomes as required by grants associated with the position
- Other duties as assigned

QUALIFICATIONS

Bachelor’s Degree required. Experience in aging industry and understanding of caregiver needs preferred. Ideal candidate must have proven experience building successful relationships and demonstrated ability to multi-task in busy environment. Strong verbal and written communication skills are essential. Familiarity and understanding of corporate giving is a plus.

SALARY

This is a part time position offering \$15-\$19/hour depending on experience.

HOW TO APPLY

Submit cover letter and resume to Anya Delacruz adelacruz@elderhelpofsandiego.org no later than May 5, 2017. Resumes submitted without a cover letter will not be considered. No phone inquiries please.

This Job Posting is intended to describe the general nature and level of work being performed. It is not meant to be construed as an exhaustive list of all responsibilities, duties and skills required by this job classification.

ElderHelp of San Diego is an equal opportunities employer that values diversity in its many forms. ElderHelp does not discriminate in its employment practices or policies on the basis of race, color, creed, ethnic or national origin or ancestry, age, gender, religious beliefs, sexual orientation, veteran status or disability.