

JOB TITLE/POSITION: Outreach Associate

CLASSIFICATION: Non-Exempt

REPORTS TO: Communication Director

JOB TYPE: This position is part time, temporary, flexible schedule, 15-20 hours per week

SALARY RANGE: \$15/hour

VAS: Volunteers Assisting Seniors

Using a network of trained, certified volunteers, VAS provides free, unbiased education and counseling to seniors in Omaha and surrounding communities. VAS offers Medicare counseling and education, and Homestead Exemption application assistance.

OUR MISSION: To simplify the lives of seniors by enabling them to make informed decisions regarding their benefits.

The Outreach Associate will be responsible for community outreach and managing relationships with volunteers, partners, and clients during the planning and implementation of the Open Enrollment period. Specific areas of responsibility include:

- Plan logistics for a successful Open Enrollment period. This includes work on the scheduling process and assist with the intake process.
- Work with the leadership team and volunteers to prepare materials for training events.
- Schedule off site Open Enrollment events and ensure that enough volunteers are available to meet with all of the clients.
- Recruit new partners in the community where we can do presentations, hold classes, and events.
- Recruit new volunteers to serve as counselors
- Complete the training to become a Certified Medicare Counselor
- Maintain confidentiality with client information

Qualifications

- Familiarity with Microsoft Word, Excel, Google Docs and other commonly used software.
- Internet skills, including use of e-mail programs and group messaging.
- Organizational skills and record keeping (attention to detail is critical).
- Good oral and written communication skills.
- Ability to work well with people, especially the senior population

Desired Majors - any

Desired Start Date - June 1, 2024