



Job Vacancy Announcement

Benefits Outreach and Enrollment Manager P/T (part time 26 hours/week) hybrid option

The *Jewish Council for the Aging (JCA)*, located in Montgomery County, Maryland helps the wider community thrive by providing programs and services that support older adults and their families and build bridges across generations. Our focus includes:

- Empowering independence for seniors through transportation and employment programs.
- Offering solutions to families seeking information and support around aging through our Senior HelpLine and Medicare information services as well as our Kensington Clubs for people with early-stage dementia.
- Building caring connections across generations, through our Interages® Center that connects seniors with K-12 students.

Last year JCA directly served more than 6,000 people and indirectly touched at least 18,000 through social media, the website, and the Senior Resource Guides published in *Washington Jewish Week*. JCA serves seniors of all faiths, races, ethnicities, and income levels throughout the Washington region.

For more information about JCA, visit <https://accessjca.org/>.

Job Title: Outreach and Enrollment Manager

Benefits Enrollment Center, JCA

Hours: 26 hours/week

Salary Range: \$25-26/hour depending on experience.

Status: non-exempt

Work From Home Option: 1-2 days a week, dependent on event schedule (and generally in-office on Thursdays)

Must be able travel locally for enrollment and outreach, primarily in MoCo.

Job Summary

Reporting to the Senior Director of the Center for Information Services, the Enrollment Manager leads the effort to enroll Medicare beneficiaries with low incomes into programs like Medicaid and SNAP (formerly known as Food Stamps) for the Benefits Enrollment Center (BEC) at JCA. The BEC is funded by an NCOA grant from the federal Department of Health and Human Services with the goal of making sure older adults access benefits for which they are eligible. JCA will build relationships with other organizations serving older adults and people with low incomes to increase enrollment in these programs and improve healthy aging for people in Montgomery County and nearby communities. This will make JCA more of a “one-stop-shop” for older adults with multiple needs.

This position requires a self-starter who enjoys making new contacts, partnering with other organizations, leading volunteers, and working with older adults.

GENERAL RESPONSIBILITIES/DUTIES:

- Identify partnership opportunities and develop partnerships with agencies, houses of worship, food banks, and other organizations that serve the target population.
- Plan and conduct BEC outreach events
- Host on-site and off-site enrollment events
- Design an advertising plan to get maximum reach with limited funding.
- Represent the BEC at community expos and other community events.
- Work with the communications department to develop and place marketing and advertising material.
- Coordinate outreach and enrollment with other JCA programs including SHIP and Senior HelpLine.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Familiarity with low-income programs, enrollment processes for federal, state, or local benefits, including nutrition, housing, transportation, or healthcare.
- Strong interpersonal skills and the ability to interact with diverse groups of people.
- Strong oral and written communication skills.
- Ability to simplify and communicate information one-on-one and to groups.
- Highly organized and able to multi-task and be flexible.
- Experience with older adults and low-income populations
- Proficient with Microsoft Office Suite and webinar software; ability to learn hardware and software that supports the role.
- Bachelor of Arts (B.A.) degree or equivalent experience.
- Access to transportation and willingness to travel locally to in-person events.

PREFERRED QUALIFICATIONS:

- Experiencing enrolling people in state or federal benefit programs
- Experience working with 50+ adults and 18+ adults with disabilities.
- Ability to speak a second language

Compensation and Benefits: JCA offers a competitive compensation and benefits package including a 403(b); 100% company-funded Defined Contribution Retirement Plan after 2nd year; health and dental plans available to those working over 20 hours weekly; life insurance; short and long-term disability insurance; paid time off to include company and individual holidays, vacation, and sick leave.

TO APPLY: Email a **cover letter and resume** with subject line of **your last name/Job Title** to resumes@AccessJCA.org

JCA believes in equal opportunity for all workers, regardless of age, and that 50+ workers should have a level playing field in their ability to compete for and obtain jobs. Recognizing the value of experienced workers, we have proudly signed the AARP "Work Reimagined Pledge" — a promise to recruit across diverse age groups and to consider all applicants on an equal basis as we hire for positions within our organization.

It is the policy of the Jewish Council for the Aging of Greater Washington, Inc. to prohibit discrimination on the basis of race, sex, sexual orientation, gender, gender identity, gender expression, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, hiring and promotion of its staff. Moreover, reasonable accommodations are available to persons with disabilities during application and or interview processes in accordance with the Americans with Disabilities Act. JCA intentionally seeks diversity in our staff, reflecting the diversity in our community.

Posted 02/10/2026. Open until filled.