



Job Vacancy Announcement

Outreach Coordinator & Travel Trainer (P/T 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 15,000 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.

Job Title: Outreach Coordinator & Travel Trainer

Hours: 20 hours/week

Salary Range: \$20-\$21/hour

Status: Non-exempt

Work From Home Option: Up to 2/days week

Job Summary

Reporting to the Senior Director of the Center for Information Services, the Outreach Coordinator & Travel Trainer leads educational presentations and public transportation workshops for older adults and individuals with disabilities as part of Connect-A-Ride (CAR), an information and referral program for Montgomery County senior transportation services. Additionally, they are responsible for program operational support.

GENERAL RESPONSIBILITIES/DUTIES:

- Plan and conduct CAR educational presentations and travel training workshops.
- Represent CAR at community expos.
- Coordinate quarterly distribution of CAR and Travel Training marketing material.
- Act as a back-up to other CAR staff to handle inquiries regarding transportation options.
- Work independently and as part of the mobility management team.
- Perform other related duties as assigned.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- 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 as a workshop trainer in a classroom or adult education and/or an information services or customer-care professional.
- Proficient with Microsoft Office Suite and webinar software; ability to learn hardware and software that supports the role.
- B.A. or equivalent experience.
- Access to transportation and willingness to travel locally to in-person events.

PREFERRED:

- Familiar with I&R and/or CMS databases
- Familiar with public transportation in Montgomery County and the Washington metro region
- AIRS certification
- Travel Training experience
- Passion for older adults/aging

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 of employment; health and dental plans available to those working 20 hours a week or more; life 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/Outreach Coordinator & Travel Trainer** 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, gender or gender identity, 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.