



Project and Marketing Outreach Assistant, a part time position, works under the direction of the Outreach Director and Executive Director of Aging Together to promote programs and services, provide administrative support to Aging Together, and act as a subject matter expert for small mobility programs marketing and advertising support. This position also factors in projects and goals from the RTC directly. An excellent writer and communicator, the Assistant is focused on increasing, broadening, and deepening program participation, as well as making the general public aware of transportation services for the region. A substantial part of this communication and outreach work includes creating content and designing promotional materials for the RTC; as well as providing support for outreach and enhancing the database for Aging Together. The Outreach Assistant also helps develop collaborative relationships with the Aging Together County teams and participates in RTC, FAMS Staff, and Aging Together regional and local meetings.

QUALIFICATIONS

- Excellent writer and editor
- Excellent verbal communication skills
- Demonstrated ability with social media marketing and promotional strategies
- Superb researcher
- Excellent interpersonal skills
- Knowledge of layout and design for print and web-based promotional materials
- Superior social media outreach strategies.
- Ability to work under pressure, organize work assignments, set priorities and meet deadlines.
- Ability to be flexible and adaptable in order to contribute to problem-solving activities within a growing, changing organization.
- Ability to act in a tactful and diplomatic manner and work with diverse groups and county teams
- Strong computer skills (Microsoft Office Suite, Adobe Creative Suite, web-based graphic design platforms such as CANVA)
- Team player, able to remain diplomatic and support partners and stakeholders with varying goals and projects.
- Creative thinker, ability to recommend marketing tactics, campaigns, strategies, or concepts.

HOURS AND COMPENSATION: 20-30 hours weekly based on projects; hourly wage dependent on experience

Contact: info@agingtogether.org / 540-829-6405