Program Assistant II - Community Outreach & Program Promotion at WACOG in Yuma, AZ

Job Posting Id: 4808150 on azjobconnection.gov

Full Time

Pay Rate: $15.77 - $19.57 P/Hr.

Job Description:

Western Arizona Council of Governments (WACOG) recognizes and appreciates the strengths of our workforce. We strive to provide a professional and supportive environment where employees can achieve their career goals. The WACOG workforce is encouraged to focus on their strengths and abilities to reach their full potential.

WACOG Area Agency on Aging for Mohave, La Paz and Yuma Counties that focuses on helping older Adults, adults with disabilities, and their family caregivers to live with dignity and independence in their homes and communities for as long as possible. As a leader in quality care coordination and caregiver programs in the area, WACOG is a champion of evidence based and evidence-informed practices that help older adults maximize their quality of life as they age.

SUMMARY STATEMENT

Under general supervision, will provide organization material design, community outreach, and support advocacy efforts within the three counties served by WACOG to include creative design, marketing, outreach and education activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Design/Create/Update WACOG Area Agency on Aging Outreach/Advocacy/Health & Wellness Materials to include flyers, brochures, media print materials, newsletters, and annual reports.
- Function as part of the Social Media Team to design and provide content for all social media platforms that WACOG utilizes.
- Support outreach and educational efforts, grounded by the mission, vision and goals pertaining to the Area Agency on Aging’s 3 Pillars (Alzheimer's Education and Advocacy, Elder Abuse Awareness and Prevention, Falls Prevention).
- Assist with developing and building community partnerships/collaborations with Aging Network organizations to include but not limited to attending meetings virtually and in person.
- Represent WACOG at Community Events, Health and Wellness Fairs, Older Adult Programs and face to face outreach with community partners throughout the region.
Facilitates promotion efforts to publicize AAA available programs to include preparing materials for distribution, social media promotion, media relations, and email marketing as directed.

Complete certification training in evidence-based health and wellness programs provided by WACOG as needed.

Supports the Volunteer Program by performing assigned duties as needed.

Travel within WACOG service area, including overnight stays as needed; additional travel may be required.

Maintain reliable and predictable attendance; work outside of standard business hours as needed.

Utilize tact and discretion to maintain confidentiality of information and a positive image of WACOG

Perform other duties as necessary to carry out the administrative/programmatic goals and objectives of WACOG and/or department.

KNOWLEDGE/SKILLS/ABILITIES (KSAs) The individual who holds this position must be able to perform the essential duties and responsibilities satisfactorily. The KSAs listed below are representative of the knowledge, skills, and/or abilities needed for satisfactory performance.

- Ability to make reasonable decisions based on complex and/or abstract details
- Skill in interacting with persons of various social, cultural, economic, and educational backgrounds for WACOG related business purposes, and ability to encourage individuals either in a one-on-one or group setting, to utilize AAA services, resource referrals and support
- Ability to set priorities and work independently
- Skill in communicating with tact; ability to present in front of groups, with or without aids, and with clarity and professionalism
- Develop project plans, coordinate projects, communicate changes and progress, and complete projects on time and within budget
- Ability to research solutions and act when information is not readily available
- Skill in achieving practical solutions using creative thinking and innovative approaches
- Ability to manage multiple projects and teams including planning, establishing goals and utilizing resources
- Knowledge of marketing techniques, practices and processes
- Knowledge in graphic design, publishing projects, social media platforms
- Technical skill to operate and function on multiple virtual platforms
• Ability to speak and write Spanish preferred.

**Job Requirements:**

**REQUIRED EDUCATION AND EXPERIENCE**

Associate's degree and two years relevant experience, or comparable combination of education and experience

**PREFERRED EDUCATION AND EXPERIENCE**

Bachelor's degree and two years' experience in social services

**OTHER REQUIREMENTS**

• Minimum 21 years of age
• Valid Arizona Driver License, MVR Report of Acceptable Driving Record, Proof of Vehicle Liability Insurance CPR and 1st Aid Certification
• Current AZ DPS Fingerprint Clearance Card/Criminal History Affidavit/UCentral Registry Background Check
• Comfortable working in a fast-paced, high energy environment (Ability to secure and maintain a driver's license valid in the State of Arizona, or an acceptable alternative means of transportation. May be required to drive an agency vehicle. Employees authorized to operate a private vehicle for WACOG business are required to carry liability insurance minimums. For purposes of vehicle insurance, minimum 21 years of age.)

**How to Apply:**

Go to [https://www.applitrack.com/wacog/onlineapp/](https://www.applitrack.com/wacog/onlineapp/) to apply for this position. Follow the instructions included at the site, including how to submit an application