

Job Title	Outreach Specialist
Reports to	Advocacy Director, Health and Income Maintenance Unit

Position Summary

This is a temporary, part-time position to working to enhance access to civil legal services by isolated, older adults who are especially vulnerable to housing insecurity, fraud, exploitation, and abuse. The Outreach Specialist is responsible for the development and implementation of an outreach program targeted to organizations which serve older adults in Miami-Dade County to educate them about the Elder Risk Detector Tool, its benefits, how to overcome barriers to its use, and how to use it to connect older adults to civil legal aid services. Part of the job is administrative, although a significant portion of the work involves interacting with older adult providers, caregivers, and collaborative partners. The Outreach Specialist works in close collaboration with the Project Attorney.

Functions and Responsibilities

- In collaboration with Project Attorney develop a Project outreach plan. Periodically assess plan implementation and modify as required to achieve plan goals.
- Develop, maintain, and cultivate relationships with agencies which serve older adults, caregivers, and collaborative partners.
- Schedule outreach, training, technical assistance, and consultation sessions targeted to older adult service providers and caregivers.
- Coordinate internal and external information-sharing and communication with stakeholders and Project partners.
- Produce collateral materials such as PowerPoint presentations, training materials, hand-outs, flyers, checklists, and brochures.
- Participate in outreach efforts including event attendance and giving presentations.
- Collect and maintain Project data and contribute to the drafting of Project reports.

Qualifications/Requirements

- Commitment to promoting the mission, vision and values of Legal Services of Greater Miami, Inc. Knowledge of Miami-Dade County low-income older adult community and agencies which serve them a plus.
- Demonstrated ability to develop and implement project plans.
- Ability to prioritize and manage time. Self-motivated and able to work independently. Past success working in a virtual environment highly desired.
- Excellent inter-personal skills. Ability to collaborate with co-workers, partners, provider staff and caregivers.
- Excellent presentation skills including ability to develop engaging and useful collateral materials.
- Strong writing and research skills.