

Catholic Charities Diocese of Arlington
St. Martin de Porres Senior Center

Job Title: OUTREACH AND RECRUITMENT

Benefits:

- A great opportunity to go out in the community and meet the seniors we serve
- Join a team dedicated to serve a needy and multi-cultural elderly population
- Opportunity to bring more seniors into St. Martin's senior center for important socialization and entrance into service delivery system
- Gain work experience in marketing, sales, and community outreach
- Develop valuable connections by networking with community stakeholders and resources

Responsibilities:

- Contact local businesses, places of worship, and senior housing communities to distribute information about our program, and conduct informative seminars for the purpose of recruitment
- Attend pertinent community events
- Develop informational and recruitment materials and presentations
- Record and organize plans, tasks, and completed actions with outcome reports

Qualifications:

- Outgoing and friendly personality
- Interest in sales, marketing, and development
- Skills and comfort in public speaking and cold calling
- Bilingual in Spanish, Farsi, Korean, Chinese, or Amharic a plus
- Knowledge of the Northern Virginia Area
- Must have own car and clean driving record

Commitment:

- Minimum of one year. Preferably long-term position in order to build strong community connections.

Hours of availability:

- Some weekdays between 7:30 am and 3:00 pm to meet with Senior Center staff
- Other times vary as community contact and presentation scheduling varies

Location:

- St. Martin de Porres Senior Center, 4650 Taney Ave, Alexandria VA 22304
- Northern Virginia, with a focus on the west end of Alexandria

Contact:

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visit our website www.ccda.net