
**Chisago County Age Well
Project Coordinator**

2019

Job Title: Project Coordinator

Position: Up to 20 hours per week

Classification: TBD

Location: Home Based or TBD

Reporting: Chisago Age Well Board of Directors and/Coalition members

Stipend: 25.00/hr Plus mileage—responsible for their own withholdings

Position Summary:

Key Responsibilities

- Support the concept of Chisago Age Well leading the efforts for the Coalition members
 - Work with the Chair of CAW Coalition to develop and distribute meeting agendas and summaries.
 - Assist to recruit/retain and support the Community Connectors
 - Educate the community members and leaders about the goals and purpose of the Coalition and the needs of Older Adults and their caregivers in the community.
 - Actively promote the mission of the Chisago Age Well Coalition and the partners
 - Assist to develop, revise and distribute materials developed and supported by the Coalition
 - Assist to coordinate and promote coalition events and activities
 - Be knowledgeable and identify formal and informal community resources
 - Participate in Coalition meetings as requested/required such as Board of Directors, Coalition meetings and various subcommittees, as needed
 - Assist the Social Media Assistant with upkeep of the Chisago Age Well website, Facebook page and other social media platforms.
 - Provide monthly time worked and requested reports to the Board of Directors (BOD) of individual or group designated by the BOD
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Qualifications

To be successful, an individual must be able to perform each job duty satisfactorily.

Skills and Capabilities

- *Potentially a Bachelor level degree or equivalent experience.*
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- Core competencies of advocacy, education, fund distribution, system change, community planning, and non-profit capacity building

 - Proficient in basic computer applications, such as word processing and internet usage

 - Organization and planning skills

 - Ability to maintain insurance and be a licensed driver with reliable transportation

 - Strong time management and self-initiation

 - Comfortable speaking to community groups, such as rotary, chamber, local businesses.

 - Strong community connections.
