



Our Monthly Memory Café is an example of one of our events we need your help promoting!

Year Round Part-Time Job!

Coordinator: Outreach/Community Liaison

Our small non-profit organization is seeking a dedicated individual who will work with us to reach out to our North of Boston community (prospects, potential visitors and investors) in support of the Rest-Stop-Ranch's mission and vision. This individual will create awareness within the community, while providing education on the several programs that Rest-Stop-Ranch has to offer.

*Rest-Stop-Ranch provides year-round support and sanctuary
for Caregivers & All on a Long-Term-Care Journey.
Wheelchair-accessible gardens are free-of-charge, by reservation.*

The successful candidate for the **Outreach/Community Liaison** will:

- Work weekly with the office coordinator to define goals.
- Educate the surrounding communities on the offered programs by calling, visiting sites and conducting presentations during business hours (Monday thru Friday).
- Conduct on-site tours and open houses of the gardens for key community partners, such as Social Workers, Activity Directors, Physical Therapists, Council On Aging Directors ...
- Conduct volunteer information sessions.
- Help to manage year round programs.
- Research media opportunities in magazines, newspapers, local TV, etc.
- Help to manage social media: Post to the Rest-Stop-Ranch website, Facebook, and other online platforms.
- Facilitate communications to local organizations to promote Rest-Stop-Ranch and provide regular content for our electronic presence.
- Set and track success metrics for Rest-Stop-Ranch outreach.

The Ideal Candidate

- Experience in non-profit outreach or corporate marketing.
- Understanding the field of long-term-care, including the roles of caregiver and care receiver with a long-term illness or disability.
- Preferably available on Wednesdays to meet onsite or online with the office (anytime between 10AM to 3PM).

Time Commitment

- Four hours per week
- \$20 per hour

How to Apply:

Resume and cover letter should be sent via email to mary@marymacmissions.com

or post to Rest-Stop-Ranch, 202 Haverhill Road, Topsfield, MA 01983