

Jewish Community Housing Corporation of Metropolitan New Jersey

Community Liaison Coordinator

**2 Part-Time positions, 25 hours: Flexible Hours; Some evenings and Sundays
in the Essex and Morristown County**

The JCHC is currently seeking a qualified individual to serve as a Community Liaison Coordinator for its Lester Senior Housing Community, a combined assisted living/independent living facility in Whippany, New Jersey and the Village Apartments of the Jewish Federation, an independent senior living community located in South Orange, New Jersey. While reporting directly to their direct supervisor, the Community Liaison Coordinator is also responsible for implementing a day-to-day outreach and for attracting residents and achieving the highest possible occupancy at each assigned location.

Responsibilities include:

- Serving as liaison to potential residents and/or their families, including leading tours of the communities, hosting open houses and providing administrative support for mail outs and follow-up calls;
- Conducting outreach to hospitals, health care facilities and other organizations and professionals to promote the communities;
- Representing JCHC at relevant marketing events, conferences, etc.

Required Qualifications include:

- Minimum of at least three (3) years of relevant experience;
- College degree preferred. Additional relevant experience can substitute for college degree;
- Excellent communication and interpersonal skills;
- Affinity for working with a senior population and family members;
- Computer literacy, including proficiency with Microsoft Word and Excel, use of e-mail and the internet.
- Ability to learn new software packages relevant to marketing;
- Valid driver's license and automobile.
- Ability to work flexible hours. Hours vary each week, based on marketing events. Core hours could start as early as 7:30am; evening hours could end as late as 10pm. Evenings and Sundays may be required.

Position(s): 2 part-time; 25 hours. Flexible hours, some evenings and Sundays.

Start Date: Immediate

To Apply: Please send resumes to HR

By e-mail to: emmar@jchcorp.org

By fax to: 973.731.9225

No phone calls.

This is an Equal Employment Opportunity