



## COMMUNITY LIAISON

### ABOUT US:

Hospice of Santa Barbara, Inc., the second oldest Hospice in the United States, is a unique and innovative organization that serves several hundred children and adults monthly who are either impacted by a life threatening illness or grieving the loss of a loved one. All of our services are provided free of charge. We do not receive any government funding or reimbursements nor do we receive any commercial insurance payments; we are dependent upon community donations. We have a highly committed staff and foster a positive, collaborative, and creative work environment. We make a difference in the lives of thousands of people every year and believe it is a privilege to be serving others in their greatest time of need.

### ABOUT THE POSITION:

The primary role of the Community Liaison is to expand HSB's reach by identifying opportunities to promote HSB and educate the community on our service offering. The Community Liaison will lead the design and delivery of HSB's community education programs to foster an informed community, educated along the spectrum of aging, illness, dying, death, and bereavement. Through your community outreach efforts, our community members will be better prepared for end of life and to respond to death and loss when it occurs. More specific responsibilities include:

- Plan, organize and implement a community education program that is designed to enhance the community's knowledge of HSB's service offering.
- Provide an array of educational modalities and learning opportunities, tailoring programs to specific needs and requests – whether for HSB's clients and families, or for the general public, schools, organizations, and service providers working in the End-of-Life field.
- Establish methodology, systems and measurements to identify gaps in the community's knowledge of HSB; resolve those gaps by designing and leading the delivery of appropriate educational solutions.
- Attend community meetings and community events for the purpose of establishing a greater community presence for HSB.
- Coordinate various community-wide activities for the purpose of enhancing community relationships, improving client services and programs, and promoting the HSB continuum of care.
- Develop and maintain necessary community education program promotional materials and literature to ensure seamless and consistent message.
- Maintain methods to track and measure the effectiveness of community education programs.
- Maintain HSB's community education records and prepare reports as needed or requested.

### WHAT YOU'LL NEED:

- Bachelor degree in health sciences, communication or related field preferred
- Demonstrated work experience of 3+ years in non-profit human services
- Proficiency in Microsoft Word, Excel
- Excellent communication skills with the ability to present ideas to groups of people
- Excellent project management and coordination skills
- Excellent time-management skills and ability to manage multiple deadlines
- Bilingual (English/Spanish) useful
- Good with details!
- Self starter - takes initiative, likes to problem-solve, thinks critically about the task at hand, wants to be a contribution, influencer
- Commitment to the internal standard by which we uphold professionalism, further the agency's mission, and work cooperatively and collaboratively as a team

To apply, please send your resume and cover letter to [hsbhumanresources@gmail.com](mailto:hsbhumanresources@gmail.com). **Please do not apply without your cover letter!** We want to hear your voice as to why this career opportunity is of interest to you and why you believe HSB is the right choice for your next step!