

Education Outreach Specialist - Norway

Immediate opening for a **10** hours/week position in our **Norway** office. This position will provide workshop facilitation and support the coordination and marketing of educational programs to communities and clients within **Oxford County**.

Responsibilities

- **Teaching workshops, including evidence-based educational programs, in the Norway Office and in community settings**
- **Completing Outreach to community through public events, attending community meetings and providing in-services on SeniorsPlus programming**
- **Conducting record keeping and reporting activities as needed and facilitating the programming of education**
- **Developing schedules, timelines**
- **Finding and scheduling speakers**

Qualifications

- **Associate's degree with one year experience in administrative position, or High School diploma or equivalent with a combination of related experience and training**
- **Proficiency in Microsoft Office software and experience working with the public required**

Job Type: Part-time

Pay: \$16.00 - \$18.00 per hour

Schedule varies