

Benzie Senior Resources

Community Engagement Coordinator

Reports To: Program Director

FLSA Status: Full Time, Exempt

Employment Type: Full-Time, Monday – Friday, 8am-4pm, No weekends, limited evening accompanied with change in schedule to accommodate this

Position Summary

Bring your energy, creativity, and compassion to connect, inspire, and enrich the lives of older adults in our community.

Benzie Senior Resources recognizes older adults in Benzie County as vital members of our community and deeply value their wisdom, experience and contributions.

The **Community Engagement Coordinator** advances Benzie Senior Resources' mission by creating an inclusive, engaging environment for older adults and supporting food security, movement, and wellness initiatives. This role manages daily operations and programming at The Gathering Place Senior Center and fosters community partnerships through nutrition, lifelong learning, and wellness activities.

Reporting to the Program Director, the Coordinator collaborates with the Home Delivered Meals Manager and Executive Chef/Nutrition Director to connect menu programs with social engagement, learning, and food access. This position ensures strategic goals are translated into meaningful, day-to-day action.

This position will model and reinforce the Benzie Senior Resources' core values—Relationship/Teamwork, Trustworthiness/Integrity, Respect/Dignity, and Innovation.

Key Responsibilities

Senior Center & Administrative Operations

- Lead daily operations at The Gathering Place, ensuring a welcoming, safe, and engaging environment.
- Greet and assist guests, providing guidance on services, events, and meal programs.

- Manage activity setup/tear-down, space planning, facility readiness, and inventory.
- Respond to phone, walk-in, and digital inquiries; assist with registrations and referrals.
- Maintain accurate participation, program, and donation records; support reporting and data entry.
- Create engaging bulletin boards, signage, and seasonal displays.
- Represent the organization at events, fundraisers, and public programs.

Program Planning & Delivery

- Plan, coordinate, and lead activities supporting the physical, social, and cultural well-being of older adults.
- Facilitate cooking classes, nutrition workshops, and wellness discussions.
- Schedule guest speakers, entertainers, and community partners.
- Monitor participation and adapt programs based on feedback and agency priorities.

Nutrition Education & Food Access

- Contribute to nutrition communications, including a monthly newsletter column.
- Support food access initiatives such as Senior Project Fresh, Red Bag, and Community Cupboard.
- Collaborate with nutrition leadership on menu and recipe planning.
- Promote healthy eating and food security through outreach, demonstrations, and materials.

Community Engagement & Volunteer Coordination

- Build and support volunteer relationships through onboarding, guidance, and appreciation.
- Cultivate partnerships with local farms and food producers to strengthen farm-to-senior efforts.
- Develop and implement inclusive outreach campaigns to increase program participation.

Qualifications

Bachelor's degree required, preferably in community health, public health, nutrition, gerontology, or a related field.

Strong organizational and multitasking skills with the ability to manage multiple programs and timelines.

Experience working with older adults, community-based programs, food or nutrition initiatives, public health, or health and wellness education strongly preferred.

Excellent communication and interpersonal skills with a passion for relationship-building

and inclusive engagement.

Public speaking and group facilitation experience, with the ability to make learning engaging and accessible.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher); comfortable learning new technology.

Valid Michigan Driver's License and ability to drive agency vehicles.

Physical Demands

Must be able to stand, stoop, and bend frequently, lift up to 40 pounds, and push up to 50 pounds. Requires the ability to talk, hear, sit, use hands and fingers, handle or feel objects, tools, or controls, and reach with hands and arms. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Pay: \$43,000 – 46,000

Full time benefits include health care insurance, dental and vision coverage, retirement with employer contribution, generous PTO, professional development, holiday and snow day pay, extensive Employee Assistance Program, life insurance, short, long-term disability and cancer protection election and longevity/tenure payments.

Equal Opportunity Employer

Benzie Senior Resources recruits, hires, trains, and promotes without regard to race, color, religion, sex, gender, national origin, ancestry, physical or mental disability, age, medical condition, marital status, military service, sexual orientation, or any other basis protected by law.