



## **Age Strong Program Coordinator**

**The Organization:** Boston Project Ministries (BPM) is a non-profit, Christian community development organization that equips neighbors, volunteers, and churches to build strong communities characterized by God's shalom.

### **Position Summary**

The Age Strong Program Coordinator (ASPC) contributes to the Boston Project Ministries' overall community development vision. The Program Coordinator's primary responsibility is to build a suite of services, supports, and opportunities to promote the well-being of Age Strong (55+ years old) neighbors. Our target population is those living in our 25-street catchment area and nearby abutting civic associations. BPM values a strong relational approach while building effective and impactful programs.

The Program Coordinator will assist with defining outcomes, strategies, and processes to build a vibrant, age-strong community and leadership team. The ASPC will recruit age-strong neighbors to serve as an advisory group to guide BPM's Age Strong work. S/he will ensure that the programmatic outcomes and goals are accomplished and that a strong referral network exists for services needed by Age Strong neighbors.

The Age Strong Program Coordinator will be a BPM representative of the Age Strong community's interests and concerns at the Talbot-Norfolk Triangle Neighbors United (TNT) & Community Improvement Association (CIA) civic group, the City of Boston, and other community stakeholders.

The ASPC acts as a role model for neighbors and stakeholders as an engaged citizen and caring neighbor who lives the values and vision of a stewardship community, one in which members care about each other and work together to improve their collective well-being and does this in ways that also benefit other communities.

### **Key Roles and Responsibilities**

#### *Age Strong Leadership Responsibilities*

- Participate in regular planning and supervisory meetings with the Associate Director of Community Engagement (ADCE), the Age Strong Team, and the BPM staff.
- Identify potential Age Strong neighbors to serve on the BPM Age Strong advisory team. Form this team and convene regular meetings (likely every 1-2 months).
- Represents BPM and our Age Strong work with the TNT-CIA civic groups, City of Boston, and other partners.

### *Relational Outreach*

- Engage with Age Strong neighbors monthly to foster relationships, companionship, and community connections. Check-in via phone calls or home visits.
- Identify and track talents, interests, and needs of Age Strong neighbors for potential engagement opportunities.
- Assist the ADCE in designing and collecting data. To identify and assess Age Strong residents' needs, utilize informal and formal methods, such as surveys, focus groups, and interviews.
- Increase intergenerational connections within BPM's programs and in our catchment area. Examples include intergenerational activities, events, leadership teams, and panel discussions.

### *Providing Services / Networking*

- Maintain a "living referral list" to assist Age Strong neighbors with available resources.
- Develop partnerships that can provide beneficial resources to the Age Strong community.
- Bridging the gap with City services. Train neighbor volunteers and staff to provide as-needed support in navigating city services and attending City of Boston Age Strong resource events.

### *Coordinating Community Programs & Events*

- Facilitate monthly Tea Time events specific to the Age Strong community, 2-3 sites per month; including expanding Tea Time to new sites.
- Plan and host a quarterly social event for Age Strong neighbors.
- Plan and host a quarterly food distribution event for Age Strong neighbors.
- Assist BPM's Tech Tutor with Getting Connected sessions at local libraries as needed.
- Increase Age Strong participation in TNT-CIA and other local civic group meetings.

### *Volunteerism*

- Provide and facilitate opportunities for seniors to volunteer in the community.
- Recruit and train 10 volunteers to provide companionship to our Age Strong neighbors.
- Recruit volunteers to provide landscaping and home repair services to Age Strong neighbors.

### **Key Skills**

- Prior experience in community organizing and working with Age Strong residents
- Excellent people skills, including networking, organizing, and inspiring others; ability to connect with people across diverse cultures, ethnicities, lifestyles, and backgrounds.
- A self-starter able to operate both independently and collaboratively, balancing independent judgment and decision-making with seeking clarification.
- Innovative thinking. Able to see and implement new ideas for how to best serve the Age Strong.
- Presentation skills. Able to present Age Strong programs one-on-one and in large group settings
- Experience in organizing, planning, and executing events and meetings.
- Able to create partnerships and/or collaboration opportunities with City agencies, local community-based organizations, and community stakeholders.
- Capable of effectively communicating with diverse stakeholders
- Proficient in trauma-informed practices and knowledgeable about its effects on the age-strong community.

### **Qualifications**

- Must have a minimum of 2+ years of community organizing work experience
- Prior experience in working with age-strong (55+) people
- Bi-lingual (verbal, written) Spanish, Haitian, and or Cape Verdean Creole preferred

- Must have technological proficiency (Google Suite, smartphone, tablets)
- The ability to safely drive a 12-15 passenger van is a plus
- Must demonstrate integrity, honesty, and transparency in character and work
- Preference for BIPOC community residents from Dorchester/Mattapan.

**Supervision**

This position is supervised by the Associate Director of Neighborhood Engagement.

**Time/Compensation**

This is a part-time, 20-hours-per-week, non-exempt position with an hourly wage range of \$24.00-\$26.00 per hour based on experience, plus prorated paid time off and holidays. Health and dental benefits are not available for this position. Evening and weekend hours may be required at times.

**To Apply**

Please send a cover letter and resume to Jazmin Monterroso, [jazmin@tbpm.org](mailto:jazmin@tbpm.org). You can call Jazmin at 617-858-0649 with any questions. The position will remain open until a candidate is hired. Anticipated start date in July 2024.

Organization website: <https://www.tbpm.org/>