



Little Brothers – Friends of the Elderly Boston (LBFE Boston) is hiring a second CitySites Program Manager (CSPM). Both CSPM's will partner and collaborate to oversee and manage our CitySites program together. We're looking for someone who is creative, outgoing, flexible, and self-directed to join our lean team. Candidates with previous intergenerational programming experience or experience with youth and/or young adults are encouraged to apply.

We offer competitive salaries, generous PTO and benefits, a supportive and transparent work environment, and an opportunity to do meaningful, asset-based work throughout Boston.

LBFE Boston builds communities that span generations and cultures to prevent and relieve isolation and loneliness. We bring younger and older adults together through weekly intergenerational programs to create lasting friendships, improve quality of life, and challenge ageism.

Our intergenerational programs are growing, and the incoming CSPM will be crucial in supporting that expansion. Currently, CitySites pairs service-learning and/or community engagement students at area-colleges with senior housing and senior centers across Boston. The CSPM will ensure that older participants are offered opportunities for meaningful engagement in their communities, and that students meet their personal and learning goals. LBFE also works with high school youth in the summer months through various Boston youth career development programs. Our main volunteer base is college students from local Boston universities, our program sessions also operate largely by the academic calendars of the universities we partner with (Fall program sessions run October to December, Spring program sessions run February to May); however, we do still have a Summer program session with a smaller number of weekly programs running from July to August.

The ideal candidate will have experience with service-learning and/or community engagement programs, long-term volunteer work (similar to AmeriCorps, Peace Corps) and youth/young adults. Additionally, they will be enthusiastic about working with older adults in an intergenerational context and will be comfortable in multicultural and multilingual settings.

The CSPM will be joining a team of 6 full-time staffers and 4 full-time Northeastern Co-ops.

**TITLE: CITYSITES PROGRAM MANAGER**

**REPORTS TO: PROGRAM DIRECTOR**

**DIRECT SUPERVISOR OF: NU CO-OPS, INTERNS, 20-30 STUDENT PARTICIPANTS**



**HOURS: 40HRS/WK, OCCASIONAL WEEKENDS AND HOLIDAYS**

**SALARY: 48,000-54,000**

**LOCATION: Hybrid schedule, in consultation with supervisor. We anticipate that the CSPM will spend majority of their time in the community on weekday afternoons, with regular office hours on weekday mornings for program preparation, student supervision, staff meetings, trainings, etc.**

**BASIC FUNCTION:**

- To maintain relationships with community partners.
- To recruit, orient, place, and supervise student participants, interns, and Co-ops for LBFE's intergenerational programs.
- To recruit and support older participants.
- Create, facilitate and support social activities in public/affording senior housing and senior centers around Boston daily – there will be around 2–3 programs each weekday afternoon that the CSPM will attend. CSPM will be expected to lead and/or support student Team Leaders as they lead and create social activities based on feedback from younger and older program participants.

**MAJOR DUTIES:**

**75%** Recruit, orient, coordinate and supervise student participants including youth, interns, and Co-ops in their daily activities. Create, facilitate and support social activities in public/affording senior housing and senior centers around Boston daily. Visit program sites to monitor activities and get continuous feedback from older and younger participants regarding programs. Coordinate, collaborate, communicate with LBFE's Digital Dividends (DD) Program team to ensure both intergenerational programs are successful. Oversee outreach to older participants. Communicate and maintain relationships with service coordinators in program buildings to recruit older participants and coordinate when programs can be held.

**10%** Showcase the impact of LBFE's programming and promoting change across other Greater Boston aging services providers by participating in professional development programs including DEI initiatives, professional networking groups, presenting at local and statewide conference presentations.

**MINOR DUTIES (15%):**



- Plan content and contribute to LBFE’s social media and other publications as requested. Assist the Communications and Development team in facilitating media coverage at program sites.
- Support social media posts by sharing positive stories of impact from participants and photographs from CitySites weekly to the team/Shared Drive
- Participate in special events such as our holiday parties, LBFE’s Annual Gala, community Mix and Mingle events, etc.
- Participate in planning/strategizing program expansion as needed
- Report monthly program statistics
- Support LBFE’s DEI Goals
- Perform other duties as assigned

#### **KEY COMPETENCIES**

- Providing motivational support
- Developing others
- Excellent communication skills (oral and written)
- Conflict Resolution
- Initiative
- Self-Confidence
- Stress management
- Personal credibility
- Flexibility/Adaptability
- Relationship and Community Building

#### **JOB REQUIREMENTS:**

- Interest in working with older adults and youth
- Strong organizational and communication skills
- Empathetic and supportive teammate and co-worker
- Eagerness and excitement in building relationships in the community
- Commitment to dispelling ageist assumptions about older adults
- Experience with service-learning, volunteer programs, and/or intergenerational programs
- Experience and/or interest in working with people who speak another language or are from another culture
- Computer and technology proficiency
- Ability to build relationships and provide excellent “customer service”
- Willingness to work flexible hours – occasional nights, weekends, and holidays



- College degree preferred but not required
- Comfort or willingness to use Boston's public transit system to go to multiple programs on weekday afternoons- all of our programs are T-accessible
- Comfort with technology and a working knowledge of common online interfaces, ie, G-Suite, MS 365, Slack
- Mandarin, Cantonese, Russian, Haitian Creole or Spanish fluency highly desired but not required

Please submit your resume and cover letter explaining why you are interested in this position to [jobs.bos@littlebrothers.org](mailto:jobs.bos@littlebrothers.org). No phone calls please.