



2 Park Plaza Suite 400 Boston, MA 02116

Help LBFE Boston build our creative arts and programmatic efforts! We're looking for an arts friendly and community building enthusiast to join our lean team and support our work across Boston. We offer competitive salaries and benefits, a supportive and transparent work environment, and an opportunity to be part of a team doing 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 social, digital equity, intergenerational, and creative arts programs to create lasting friendships, improve quality of life, and challenge ageism.

TITLE: CREATIVE CONNECTIONS PROGRAM ASSISTANT
REPORTS TO: PROGRAM DIRECTOR

HOURS: 12 HRS/WK, IN-PERSON

TERM: NOVEMBER 1, 2024 – JULY 31, 2025 (POSSIBILITY OF RENEWAL)

RATE: \$20-\$22/HOUR (PART-TIME, NON-EXEMPT)

Position Summary:

To assist the Program Director in coordinating and attending Creative Connections programming in public/affordable senior housing and senior centers across Boston. Many older adults living in public/affordable housing face barriers (logistical, economic, and linguistic/cultural) to accessing arts training. Through Creative Connections, LBFE-Boston seeks to overcome these barriers by bringing professional arts instruction to residents where they live, free of charge; providing materials and supplies; and offering linguistically and culturally informed content. **This is a grant funded position with the possibility of renewal at the end of the term (July 31st, 2025).**

Major Duties:

50% Staffing Weekly Programs

- Attend program on-site weekly in collaboration with Program Director.
- Communicate accordingly with Program Director when coverage is needed.
- Assist Creative Connections instructors as needed during program sessions.
- Connect with older adult program participants in conversation and activity.
- Track attendance of program participants.
- Ensure programs are occurring as scheduled and running properly.

- Collect social media content through photos and videos during the program to share with the development team.

25% Coordination of Program Delivery

- Coordinate schedules and needs with Creative Connections instructors and program site contacts.
- Order necessary program supplies for each site prior to program start date.
- Support program evaluation efforts with the Program Director.
- Create outreach materials to be distributed with program sites.

20% General Responsibilities

- Meet regularly with the Program Director and program team.
- Attend weekly staff meetings as often as possible.

5% Other duties as assigned

JOB REQUIREMENTS:

- Knowledge of Boston's local art community.
- Ability to lift up to 10 lbs.
- Ability to travel via public transportation to attend program sites (PERQ Pass provided).
- Interest in working in a nonprofit environment and/or aging services.
- Experience with digital tools (Constant Contact, Slack, Canva, Zoom, MS365)
- Commitment to dispelling ageist assumptions about older adults
- Commitment to LBFE's values
- Ability to build relationships and provide excellent "customer service"
- Mandarin, Cantonese, Russian, Spanish, Cape Verdean, Vietnamese, or Haitian Creole 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. No phone calls please.