



2 Park Plaza Suite 400 Boston, MA 02116

Help LBFE Boston build our LGBTQIA+ intergenerational network! We're looking for an age friendly networker and an LGBTQIA+ community builder 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: GEN2GENQ PROGRAM ASSISTANT
REPORTS TO: PROGRAM DIRECTOR

HOURS: 20 HRS/WK, IN-PERSON

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

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

Position Summary:

To assist the Program Director in developing the Gen2GenQ program. Currently in its pilot phase, Gen2GenQ will connect older and younger LGBTQIA+ individuals across Boston. The Gen2GenQ Program Assistant will help LBFE Boston connect with other LGBTQIA+ serving organizations and LGBTQIA+ affinity groups at Boston area colleges and universities. This is an intergenerational program that focuses on uniting older and younger adults through shared identity and experience. **This is a grant funded position with the possibility of renewal at the end of the term (October 31, 2025).**

Major Duties:

50% Outreach

- Conduct outreach to university/college LGBTQIA+ affinity groups, community organizations, and aging services network.
- Partnering with existing programs (i.e., Meal Program for LGBTQIA+ Older Adults at Ethos)
- Connecting with other LGBTQIA+ community groups.
- Create outreach materials to be distributed with program sites.

25% Program Operations

- Assist Program Director with program evaluation.
- Connect with older adult program participants in conversation and activity.
- Track attendance of program participants.
- Collect social media content through photos and videos during the program to share with the development team.

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 and comfort working in Boston's LGBTQIA+ communities.
- 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.