

UNITED SOUTH END SETTLEMENTS

United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at www.uses.org.

Coordinator of Senior Services – AmeriCorps VISTA

GENERAL DESCRIPTION

This opportunity is an AmeriCorps VISTA position.

Reporting to the Director of Senior Services, the Senior Services Coordinator is a member of the Senior Services Department who will work closely with staff to support the build out of our new Senior Health and Wellness program. The Senior Services Coordinator will be responsible for documenting the network of services available in our community, developing a system for outreach and referrals, and recruiting participants for our health and wellness programs. The Senior Services Coordinator will also represent the Senior Services Department at community events.

QUALIFICATIONS

1. Bachelor’s degree
2. Demonstrated interest in the nonprofit sector
3. Excellent communication skills (oral, written, and interpersonal)
4. Strong computer experience (Microsoft Office, social media, website, etc.)
5. Technical database skills and experience in Effort to Outcomes (ETO) is preferred but not required
6. Able to work independently and as part of a team
7. Ability to prioritize and work on multiple tasks
8. Commitment to USES’ mission

RESPONSIBILITIES

1. Research and create a written resource manual detailing services and resources for senior citizens in our community
2. Develop and implement systems for connecting with the seniors in USES’ database to assess their current needs, make the necessary referrals, and determine the appropriate level of follow up
3. Develop a strategy to target South End and Lower Roxbury residents as participants in the Senior Health and Wellness program
4. Conduct outreach for the Senior Health and Wellness program through direct communications and representation at a variety of community events
5. Meet with other service providers in the community and develop new opportunities to increase participation in the Senior Health and Wellness program

6. Identify areas of greater needs to support the livelihood of seniors in the community

The above statement reflects the general details considered necessary to describe the principal function of the role identified and shall not be considered a detailed description of all the work requirements that may be inherent in the position.

To apply, visit <https://my.americorps.gov/mp/listing/viewListing.do?id=55284> and send a resume, cover letter, and a brief writing sample responding to the below questions to VISTA@bostoncares.org. Questions: 1) Why are you interested in doing a year of service and why are you interested in this particular VISTA position? 2) Tell us about a time in the United States' history that community service made a significant impact bringing about change.