

Position: South End/Roxbury Neighborhood Director

Hours: 24-30 Hours a week

Reports to: Manager of Volunteer Programs

Status: Exempt

Job Description:

FriendshipWorks has recently had immense success in setting up a neighborhood office in Allston/Brighton, and is now a connected and integral part of that community. We hope to mirror this success in the South End by reaffirming our interfaith roots and establishing a new South End/Roxbury office within Union United Methodist Church, a historically open and affirming African American congregation.

Working in close coordination with the Manager of Volunteer Programs and with the Community Projects and Congregational Outreach Coordinator, the South End/Roxbury Neighborhood Director will be responsible for the coordination and implementation of neighborhood programming to include community outreach efforts as well as program management throughout the South End and Roxbury. This position includes direct service.

FriendshipWorks' mission is to reduce social isolation, enhance quality of life and preserve the dignity of elders in Boston and Brookline. We accomplish this mission by recruiting and training volunteers of all ages, faiths, and backgrounds who provide friendship, advocacy, education, assistance, and emotional support.

Responsibilities:

- Recruit, interview and train volunteers to be matched with elders for Friendly Visiting, Medical Escorts, and Friendly Helping assistance.
- Conduct home intakes and assess needs of elders.
- Provide supervision and support of volunteers and care recipients.
- Supervise interns and stipended volunteers.
- Maintain information and statistics on volunteers and care recipients.
- Maintain strong connection and communication with main office.
- Create and support South End Eldercare Network Meeting.
- Explore creation of special projects specific to the South End neighborhood's needs.
- Other duties and responsibilities as assigned.
- Some nights and weekends required.

Community Outreach:

- Act as spokesperson for FriendshipWorks in South End community.
- Conduct community outreach in the elderly South End population.
- Work closely with congregations, community agencies, medical facilities and businesses to achieve FriendshipWorks' goals.
- Identify and communicate any fundraising opportunities to the Executive Director or Grant Writer.
- Maintain and build collaborative relationship with local partners.

Qualifications:

- Bachelors degree or equivalent work experience.
- Experience in community outreach
- Experience with assessing needs of elders and communities.
- Excellent teaching, leadership and organizational skills.
- Ability to work independently.
- Excellent communication and interpersonal skills.
- Ability to foster volunteer commitment and leadership.
- Understanding of interfaith work a plus.
- Must be GBLTQ+ friendly.
- Must be comfortable working within populations and communities of color.
- Knowledge and familiarity with the South End and Roxbury neighborhood a huge plus.