

Position: Jamaica Plain Chapter Coordinator

Job Description: The Jamaica Plain Chapter coordinator is responsible for the coordination of the MATCH-Up and Sherrill House JP MATCH-UP Program including: Community outreach and education efforts as well as program management. Outreach is to be done in both English and Spanish and a major focus on service Spanish-speaking elders.

Responsibilities:

1. Program Management:

- Recruits, interviews and trains volunteers to be matched with elders or disabled adults for Medical Escorts, Short-term Assistance or weekly Friendly Visits
- Develops bi-lingual volunteer curriculum for training Medical Escort and Short-term Assistant volunteers
- Conducts volunteer orientation and training.
- Provides supervision and support of volunteers and care recipients.
- Maintains information and statistics on volunteers and care recipients
- Supervises Assistants, Student Interns and office volunteers
- Coordinates and Oversees Commonwealth Corps project
- Provides Spanish speaking cultural groups to nursing homes
- Reports to Program Director at MATCH-UP
- Maintains strong communication with Central Office
- Responsible for translation of agency written and audio-visual materials
- Maintains and builds collaborative relationship with Sherrill House
- Other responsibilities as assigned

2. Community Outreach:

- Creates and presents educational seminars and workshops for the Latino community about understanding and using local health care systems.
- Develops and supports a neighborhood MATCH-UP Advisory Board.
- Works closely with congregations and a variety of community agencies and businesses to achieve MATCH-UP's goals.
- Coordinates "JP Elder Network" meetings for local providers
- Identifies and communicates any fundraising opportunities to the Executive Director or Grant Writer

3. Qualifications:

- Experience in community outreach
- Bi-lingual—Spanish/English
- Experience in assessing the needs of elderly and/or disabled persons
- Excellent teaching, leadership and organization skills
- Initiative
- Excellent communications, public relations and interpersonal skills
- Good writing ability
- Understanding of interfaith and interracial work
- Ability to foster volunteer commitment and leadership
- Bachelor's degree or equivalent work experience

(Jan. 2010)