



**Position:** Group Events Coordinator

**Reports to:** Director of Resident Services

**Status:** This is a regular, full-time position for thirty-five (35) hours per week with benefits.

**Summary:** The Group Events Coordinator is responsible for helping to create and support group activities at Coleman House and for the Wednesday Program for Senior Learners. The Group Events Coordinator will work directly with the Resident Services Coordinator and Director of Village Centers. He/she will be responsible for adhering to JCHE and Coleman House program mission and philosophy, and will help maintain quality programs for Coleman residents and community participants. The Group Events Coordinator will have a somewhat flexible schedule in order to oversee programs and activities.

**Essential Duties and Responsibilities:**

- Assist with scheduling, advertising, and supervising activities and programming for building and community events.
- Interview and/or network to identify entertainers and speakers.
- Identify and coordinate cultural, educational, wellness and social programs.
- Assist at flu shot clinic, and any other wellness related programs
- Assist, plan and help coordinate at all holiday parties, summer barbecue, birthday celebrations, coffees, teas, brunches, volunteer parties, flu clinic.
- Help write and distribute flyers for programs, prepare menus, buy and prepare food, coordinate help with other staff, sets up for programs, clean up after program.
- Coordinate annual art show. Oversee glass case exhibits
- Oversee card and board game schedule
- Coordinate political presentations, voter registration, and van use for voting on election days.
- Coordinate room space for outside organizations as well as for all JCHE meetings. Purchase food and set up for meetings.
- Help facilitate Memorial Gatherings once or twice a year. Helps facilitate the Passover Seder, Rosh Hashanah lunch, Chinese New Year, Victory Day, Thanksgiving and any other holiday meal celebrations.
- Work with MFA establishing eligibility of Institutional Pass program for tenants.
- Coordinate van schedule and works with the van driver and van committee.

- Work with Fund Development Department on events, appeals, grants, photo ops.
- Take photos for internal publication
- Help identify needed volunteers and supervise front desk volunteers.
- Produce weekly newsletter.
- Update lobby electronic board.
- Document tenant donations and distributes cards
- Obtain and sell Newton taxi vouchers to tenants.
- Perform other tasks as may be assigned

**Supervisory Responsibility:** None.

**Working Conditions/Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to type, file or lift office supplies up to 20 pounds. The employee is frequently required to stand, talk and hear.

**Qualifications:** Must have excellent communication skills, both oral and written. Must also have excellent interpersonal skills with the ability to work well with older adults, and with all levels of housing and community agency staff. Good organizational skills; ability to manage time effectively and work independently. Must also have good problem solving skills, a collaborative style and the ability to work well within a team.

**Experience:**

- Baccalaureate Degree, with concentration in a Human Service related field.
- High level of computer literacy to include Microsoft Office
- Experience and/or ability to learn Salesforce, Excel, Filemaker Pro.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

*\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis*

Qualified candidates should forward a cover letter and resume by email to [hrjobs@jche.org](mailto:hrjobs@jche.org) ; by fax to (617) 912-8469, or by mail to Human Resources, JCHE, 30 Wallingford Road, Brighton, MA 02135. For further information about JCHE and its Coleman House, see our website at [www.jche.org](http://www.jche.org). JCHE is an Equal Opportunity Employer.