

Group Services Coordinator

Create and implement group programs and activities. Work directly with the Resident Services Coordinators (RSC), Director of Resident Services (RSD), and Central Program Staff on programs, events, and activities for residents. The work schedule will need some flexibility to oversee programs and activities when residents are involved.

- Source, schedule, advertise, supervise, and promote activities and programming for building and community events for a diverse population of multi-cultural/multilingual residents
- Network to identify and hire vendors and community partners to provide cultural, educational, wellness, and social programs; coordinate with 2Life colleagues for resources, pricing and multi-site events
- Plan, coordinate and execute large-scale events including but not limited to memorial gatherings and holidays.
- Coordinate with Dining Services Director on events involving food. Prepare menus, buy and prepare food and refreshments, coordinate help with other staff, set up for programs, clean up after the program
- Produce informative, visually engaging flyers for programs and other notices and signs as needed in multiple languages. Maintain all program calendaring, including bulletin boards, and other locations for flyers, announcements, and community information. Regularly update electronic boards with pertinent information for residents.
- Empower and support residents to organize and run programs.
- Coordinate political presentations, voter registration, and transportation support for voting on election day if necessary
- Coordinate and support transportation for shopping and special events
- Work with Fund Development and Marketing Department on events, appeals, grants, photo ops, and our internal TV station with programming;
- Partner with Community Engagement team for outreach and Village Center programs
- Take photos for internal publication and publish them on The Source (2Life employee intranet)
- Participate as a member of the IT resource group and keep Source site pages up to date and active
- Help identify needed volunteers and supervise front desk volunteers
- Produce community newsletter for residents.
- Collect and enter attendance data, volunteer data, and other information into various spreadsheets and databases as directed
- Draft annual department budget for program needs, review with RSD. Monitor spending against budget and plan programs accordingly.

KNOWLEDGE, SKILLS & ABILITIES

- A minimum of three years experience in a related field. Experience working with older adults preferred.
- High level of computer literacy including Google
- Fluency in Russian &/or Mandarin and Cantonese desired

2LIFE COMMUNITIES provides superior housing to older adults of all backgrounds who can thrive independently within a supportive environment. We are a mission-driven organization with a vision whereby all older adults have the opportunity to *age in community* – to live a full life of connection and purpose in a dynamic and supportive environment. We are continually evolving support services to meet the needs of our diverse residents as they age.

2Life Communities owns and operates over 1,300 units of affordable rental housing located within six campuses in metropolitan Boston. With another 210 apartments under construction and more in planning, we expect to add another 600-700 units within the next several years as we complete projects in active planning and construction phases.

BENEFITS AND MORE

We offer a very rich benefit plan which for individuals adds 27% on top of the base pay and over 30% for employee +1 and families. Our rewards program includes but not limited to:

- Robust medical and dental plan
- Vision
- Employer-paid life and AD&D, STD, and LTD insurance
- 401(k) plan
- Paid vacation
- Paid holidays
- 2 floating holidays
- Pet insurance
- And more!

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

We desire to build and cultivate an inclusive environment that brings together a diverse workforce with unique experiences, backgrounds, talents, and perspectives.

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.