

JEWISH COMMUNITY HOUSING FOR THE ELDERLY

Posting Description

Position Name: **Group Services Assistant**

Reports To: **Resident Services Coordinator/Group Events Coordinator**

Location: **Jewish Community Housing for the Elderly - Coleman House**

SUMMARY: The Group Services Assistant is responsible for helping to create and support group activities at Coleman House. The Group Services Assistant will work directly with the Resident Services Coordinator/Group Events Coordinator. 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. The Group Services Assistant will have a somewhat flexible schedule in order to oversee programs and activities.

This is a regular, part-time position for twenty (20) hours per week with prorated benefits.

Qualifications

1. Baccalaureate Degree, with concentration in a Human Service related field.
2. High level of computer literacy to include Microsoft Office
3. Experience and/or ability to learn Filemaker Pro software.
4. Bilingual English/Russian preferred

Personal Skills and Abilities

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.

Responsibilities

1. Assist with scheduling, advertising, and supervising activities and programming for building.
2. Interview and/or network to identify entertainers and speakers.
3. Identify and coordinate cultural, educational, wellness and social programs.
4. Assist at flu shot clinic, and any other wellness related programs
5. Assist and help coordinate at all holiday parties, summer barbecue, birthday celebrations, coffees, teas, brunches, volunteer parties, flu clinic.

6. 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.
7. Coordinate annual art show. Oversee glass case exhibits
8. Oversee card and board game schedule
9. Coordinate political presentations, voter registration, and van use for voting on election days.
10. Coordinate room space for outside organizations as well as for all JCHE meetings. Purchase food and set up for meetings.
11. Help facilitate Memorial Gatherings once or twice a year. Helps facilitate the Passover Seder, Rosh Hashanah lunch, and any other holiday meal celebrations.
12. Work with MFA establishing eligibility of Institutional Pass program for tenants.
13. Coordinate van schedule and works with the van driver and van committee.
14. Work with Fund Development Department on events, appeals, grants, photo ops.
15. Take photos for internal publication
16. Help identify needed volunteers and supervise front desk volunteers.
17. Help with weekly newsletter.
18. Help with lobby electronic board.
19. Document tenant donations and distributes cards
20. Obtain and sell Newton taxi vouchers to tenants.
21. Perform other tasks as may be assigned

Qualified candidates should forward a cover letter and resume with salary requirements by email to hrjobs@jche.org; by fax to (617) 912-8469, or by mail to Mary Murphy, Human Resources Manager, JCHE, 30 Wallingford Road, Brighton, MA 02135. For further information about JCHE see our website at www.jche.org. JCHE is an Equal Opportunity Employer.