



## CLC-SF RESERVE PROGRAM COORDINATOR

### Community Living Campaign

The Community Living Campaign started in 2007 as a neighborhood-based way to provide seniors and adults with disabilities with what they need to live a good life. This need continues to grow as our population ages and income disparities widen.

We organize free activities and programs like computer classes, healthy aging workshops, senior exercise groups and grocery deliveries. These provide important practical support and empower neighbors to advocate for themselves and others. But more importantly, they create opportunities for folks to cultivate the supportive connections and friendships they need to age well at home.

We also bring together neighbors, community organizations, academics, businesses, and City agencies to organize and advocate around issues that are too big for any of us to solve alone. Our two most recent initiatives are the SF Tech Council and the Dignity Fund Coalition. The work is done by a diverse team, a majority of whom are seniors and adults with disabilities.

### Summary

The SF ReServe Program Coordinator plays a leadership role in launching a new, local affiliate of national program, ReServe. This program matches older adults and adults with disabilities in part-time and project-based opportunities. The position is responsible for daily program management to ensure smooth and efficient operations and to maximize the number of matches between opportunity seekers and opportunity providers. To accomplish this, the coordinator will

- Develop and implement outreach strategy to grow the program, including developing new worksites and recruiting older adult and adults with disabilities opportunity seekers.
- Oversee systems for data capture and dissemination.
- Maintain communications with national program representatives to stay abreast of trends and opportunities for placing older workers or those with disabilities of any age

- Cultivate knowledge of workforce development training and placement programs within San Francisco.
- Collaborate closely with CLC leadership to ensure consistency with CLC mission and compliance with grant and budget requirements.

### **Essential Functions**

- Work closely with CLC executive staff to implement, maintain and, as needed, adapt ReServe national systems and protocols.
- Develop and implement strategy for recruiting organizations to serve as ReServe worksites (Partners), including: a) planning and leading group events, such as Informational breakfasts, b) one-one meetings with prospective Partners, c) providing educational materials and tips to help onboard and acculturate ReServists, b) overseeing the execution of Partner Agreements and Opportunity Descriptions.
- Develop and implement strategy for recruiting opportunity seekers or ReServists, including a) publicizing and leading informational “First Impression” meetings, b) providing any needed support to prospective ReServists c) referring ReServists as needed to other training or placement opportunities in the City.
- Screen and match ReServists with opportunities and maintain contact with Partner staff and ReServists to ensure successful placement.
- Oversee ongoing data capture, ReServe website interface, and ongoing program evaluation.
- Plan and convene ReServe Advisory Group meetings and work with ReServe Partners to innovate program, including identifying new social impact project opportunities for engaging ReServists and addressing community challenges.
- Collaborate with other City agencies involved in job/technical training and placement.
- Represents CLC in ReServe network-wide communications and initiatives.
- Recruit and supervise any CLC part-time staff or ReServists involved with the program.
- Perform other work as assigned.

### **Qualifications:**

- Bachelor’s degree in related field
- Minimum 5 years of experience in social sector program management
- Workforce development experience preferred
- Demonstrated interest and experience working with older adults and persons with disabilities strongly preferred
- Strong marketing and communication skills
- Demonstrated ability to develop partnerships
- Demonstrated organization and planning skills

- Strong proficiency in standard office computer applications
- Bilingual skills a plus
- Ability to work in and foster a diverse, inclusive environment

### **Pay and Benefits**

This is part-time, employee position currently budgeted at 32 hours per week and will include health benefits, paid vacation, and sick leave. Pay commensurate with experience.

### **How to Apply**

Community Living Campaign is an equal opportunity employer. Older adults and persons with disabilities are encouraged to apply. Interested candidates should send cover letter and resume via email to [marie@sfcommunityliving.org](mailto:marie@sfcommunityliving.org) or mail to Marie Jobling, Community Living Campaign, 1360 Mission Street, Suite 400, San Francisco, CA 94103.