



## **Living Well Network Coordinator**

Do you want to do work that has a positive impact on the community? Are you passionate about nurturing connections that support wellness and flourishing as we age in our own homes? Are you excited to join and support a hardworking, fun, and creative staff? We want you on our team! Agassiz Baldwin Community is seeking applicants for the position of Living Well Network Coordinator.

**Mission: The Living Well Network** fosters a strong and engaged 55+ community so that residents continue to thrive as they age. Values:

- We promote aging in place
- We promote lifelong learning
- We promote physical, mental and social health
- We promote connecting neighborhood elders to each other and to resources, programs and services.

**Position Summary:** Reporting to the Executive Director, the Living Well Network Coordinator administers Living Well Network (LWN) programs on a part time basis. The Coordinator should become familiar with elder services available in Cambridge and create congenial relationships with all LWN participants.

### **Position Responsibilities:**

- *Outreach* to build awareness, broaden the presence of LWN in Cambridge, and increase membership and support
  - Explore opportunities to create revenue and other funding for LWN, assist development staff to write grants as appropriate
- *Program management* of existing and new activities, lectures, and events to advocate for local residents who are age 55+
  - Schedule and curate computer lab programming and support for teachers
  - Develop volunteer opportunities based on LWN members' needs
  - Manage the neighborhood snow-removal program
- *Provide* resources and referral information through weekly electronic newsletter, LWN Update, and as needed
- *Participate* in the life of the Agassiz Baldwin Community as an integral part of the staff and neighborhood

### **Knowledge and Skills:**

Excellent interpersonal skills



Self-directed, independent, self-motivated  
Ability to work as part of a team  
Organized, communicative, amiable, and patient  
Expertise in Macintosh OS/ Microsoft Office/ Constant Contact/ Web-based applications  
or ability to learn technical skills quickly  
Knowledge of Cambridge community and city services

**Qualifications:**

BA degree or significant work and/or volunteer service in related field

**Schedule:** Part-time (20 hrs/wk)

**Compensation:** \$20/hour

**Benefits:** All ABC employees who work at least 20 hours/week are eligible for free vision and dental insurance, commuter benefits, retirement plan, and paid sick time.

**Location:** Agassiz Baldwin Community (20 Sacramento Street, Cambridge MA) and North Hall (1651 Mass Ave, Cambridge MA)

**Diversity and Inclusion Statement:** Our staff join us from all walks of life yet have a common interest in work that is professional, community-oriented, and makes an impact. We are an inclusive community and all are encouraged to apply. We believe our diversity is our strength and we value the unique perspectives and contributions that people of all backgrounds and life experiences can bring to our team. Therefore, we actively recruit people of all races, ethnicities, gender identities, sexual orientations, ages, abilities, and those who do not speak English as their first language.

Qualified applicants will be considered without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, or veteran status. Employment is dependent on completing a background and fingerprint check. Agassiz Baldwin Community is an Equal Opportunity Employer (EOE).

**Agassiz Baldwin Community (ABC)** is a place that nurtures individual growth and creativity, builds connections, and serves as a forum for community advocacy.

We believe in:

- Welcoming and including everyone
- Lifelong learning
- Fostering a culture of creativity and cooperation



ABC provides a variety of programs and services for all ages including children's programs, visual arts programs, a gallery, a neighborhood council, and services for a community of older adults through the **Living Well Network** program.

**To Apply:** Interested candidates should send a cover letter and resume *as a single document* to [hiring@agassiz.org](mailto:hiring@agassiz.org) and use "Living Well Network Coordinator" as the subject line. Employment is dependent on completing a background and fingerprint check. No phone calls please.

**Application Deadline:** June 21st, but applications will be reviewed on a rolling basis, so apply early!

