



JOB ANNOUNCEMENT

INTERGENERATIONAL PROGRAM COORDINATOR

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships to thrive. We serve a densely populated mostly immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging, and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

SUMMARY: Reporting to the Middle School and Multigenerational Programs Director, the Intergenerational (IG) Coordinator engages older adults in the various programs at Bresee, establishes a mentorship program between seniors, middle school, high school, and college students; promotes wellness activities for seniors; and develops a journalistic film of senior stories. The IG Coordinator is someone with a passion for seniors, able to bridge their skills and passion with those of our youth, and creative. **Deadline to Apply: June 30, 2023**

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

- Identify and recruit seniors to the program through internal and external partnerships
- Coordinate biweekly, monthly, and/or quarterly workshops and activities for Seniors that promote health and wellness, financial literacy, and digital literacy
- Provide weekly programming for seniors to build community
- Develop intergenerational programming between seniors and youth through enrichment activities
- Facilitate biannual senior volunteer-led book club for middle school youth
- Establish partnerships with local senior centers to provide monthly activities and workshops
- Develop a youth mentorship program that results in a senior documentary project
- Film and assist with editing and launch documentaries
- Attend outreach events on and off site
- Plan and coordinate the annual Dia del Abuelo event
- Partner with local clinics to provide health and dental screenings, and health-related workshops
- Plan and coordinate biannual food distribution events for seniors
- Provide technology training and support, and exposure to technology
- Maintain seniors informed of all available resources and partnerships
- Identify any needs, food/meal distribution, or referrals for seniors
- Maintain communication with M&M Director and FSC team regarding senior needs and updates
- Foster relationships with internal and external stakeholders
- Work closely with the Bresee FamilySource team in providing intakes for seniors receiving assistance
- Track and keep notes on conversations with Seniors on Trax
- Maintain accurate records in Bresee and program-specific client databases and provide documentation and/or prepare periodic program reports as required.
- Develop assessments and surveys to gauge interests and needs of seniors
- Assist with Adopt a Family – gift giving for Seniors and their families

- Collaborate with the Community Relations Coordinator in identifying college and senior volunteers and developing a volunteer recruitment plan
- Collaborate with other Bresee departments in bridging resources for Seniors
- Work with BAM and Parent Engagement to support programs, activities, and events
- Assist with departmental and Bresee activities and events as requested

EDUCATION/EXPERIENCE/QUALIFICATIONS:

- A minimum of 2 years in college, preferably a BA in Gerontology, Sociology, or Psychology
- Must be bilingual in Spanish /English, speaking, writing, and reading – a must
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems
- Have experience working with urban youth and families, demonstrate sensitivity to multicultural issues, and be comfortable working in multicultural, urban environment
- Minimum one-years working in nonprofit social service agency
- Must have outstanding teamwork, interpersonal relationship, and active listening skills
- Must possess excellent customer service skills, including the performance of duties in a tactful and professional manner.
- Must have good organizational and time management skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Be highly organized, with attention to detail and accuracy.
- Able to work independently but also function effectively as part of a team
- Able to follow directions and work well with others.
- Be self-motivated, reliable, and function as an active team player.
- Be a collaborative problem solver
- Able to take initiative with minimal supervision
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must follow program-specific requirements and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

FLSA STATUS: Non-Exempt. Regular. Full-time. Occasional weekend and evening hours will be necessary.

COMPENSATION: \$25/hr.

WORKING LOCATION: Hybrid. In office 85%, out of office 15%. Indoors 95%, outdoors 5%.

BENEFITS: Benefits include medical and dental coverage; vacation, holiday, and sick pay; group life insurance and 401k type pension plan. Bresee provides generous PTO days that include paid holidays, one-week Christmas holidays, vacation, sick pay, paid birthday holidays, and much more.

TO APPLY: Submit a cover letter, resume, and writing sample (not to exceed 1 page) to jobs@bresee.org with the Subject Line: Intergenerational Program Coordinator.

DACA, women, BIPOC, LGBTQIA+ people are encouraged to apply.

Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.