



MusicWorks Coordinator (Contract/PT)

FriendshipWorks; mission is to reduce social isolation, enhance the quality of life and preserve the dignity of elders in Boston and Brookline. We accomplish this mission by recruiting and training volunteers of all ages, faiths, and backgrounds who provide friendship, advocacy, education, assistance, and emotional support to isolated older Adults.

FriendshipWorks operates six programs throughout Greater Boston. One of the cornerstones of our work is our Friendly Visiting program, a program that connects elders one-on-one in their homes with volunteers who provide company, friendship, and support. Friendly visiting matching is provided in all of Boston's neighborhoods, Brookline, Newton, and soon Cambridge and Somerville. Matches are made in both English and Spanish. Other programs include Medical Escort, Friendly Helping, and two programs that foster connection in congregate settings – PetPals and MusicWorks.

MusicWorks currently operates in 15 elder living facilities throughout Jamaica Plain, Roxbury, Brookline, Roslindale, and the Southend with an average of about 160 elders attending programs each month. The Program's goal is to reduce social isolation among elders through the shared experience of music and music-related activities. The program hopes to expand this year.

DESCRIPTION:

This opportunity assists the MusicWorks Manager with preparing for and operating MusicWorks Programs. Must have availability during the week, either mornings or afternoons, Monday-Friday. This position is an hourly, contract position that runs through December 31 st, 2024 with expected renewal for 2025 pending grant funding approval. The position is 15-20 hours per week at an hourly rate of \$22/hour. You receive a \$60 Monthly Stipend as this role involves travel to and from program buildings.

We also welcome applications from students receiving work-study or practicum/school credit.

Responsibilities:

- Support or possibly lead MusicWorks groups
- Responsible for setup and cleanup
- Assist with the purchase of food for programs, picking up and distributing Artist Payment
- Assisting with Program surveys, marketing, and Scheduling.
- Salesforce Data Entry

- Track attendance at classes
 - Hiring Musicians, Dance/ art instructors, and creatives who can program with music. (Having a network you can pull from is a plus in this role)
 - Get to know the elders!
 - Take photos
 - Help coordinate with Friendly Helping, Friendly Visiting, and Petpals programs to see if any volunteers would like to participate with their elders for booked dates
- Other duties as assigned

Qualifications:

Demonstrated interest and skill in relating to older people

Comfortable in group settings

Detail-oriented and reliable

Ability to work independently and as part of a team

Excellent organizational skills

Knowledge of health and social service resources in Boston preferred

Basic Computer skills, proficient in Microsoft Word and Google Suite

Fluency in Spanish is strongly preferred

Background in music and music therapy preferred

Ability and willingness to travel to elder living facilities throughout Boston for program events (having a car is preferred but not necessary)

Resumes and cover letters should go to jobs@fw4elders.org. Please be sure to indicate your general availability in your letter. No phone calls, please.

FriendshipWorks strives to create a diverse and inclusive culture where everyone feels welcome and supported. FriendshipWorks provides equal employment opportunities without regard to race, color, national origin, religion or creed, gender, sexual orientation, marital status, age, veteran status, disability, or any other legally protected status recognized by federal, state or local law concerning employment opportunities. Individuals from underrepresented groups are especially encouraged to apply.