



## Employment Opportunity

**Position:** BE a Buddy Project Coordinator

**Department:** Senior Services

**Reports to:** Director of Senior Services

### Position Summary:

Under the supervision of the Director and the Deputy Director for Senior Services, the BE a Buddy Project Coordinator is responsible for all aspects of the full implementation of the “Be a Buddy” Community Based Climate Health Resiliency Project. Specifically the Project Coordinator will identify other community partners already involved in some way in climate health resiliency, and strengthen and expand that network, design and implement a wide variety of community education models based on a needs survey to be conducted in the early stages of the project, and identify and register elderly and disabled clients for an emergency call service during extreme weather emergencies.

The Coordinator will be responsible for the recruitment, screening, training and on-going support of volunteers to lead community education events and to make the weather emergency calls.

### Responsibilities:

- Plan, implement, and supervise all elements of the BE a Buddy Project, under the direction of the Program Director and Assistant Director.
- Identify community agencies and organizations that are currently engaged in aspects of climate health resiliency
- Engage with those partners to strengthen and expand that network
- Drawing on extant resources compile and/or create community education models on climate health resiliency and extreme weather and health related crises and interventions.
- Recruit and train a small cadre of volunteer leaders to assist in the delivery of the community health education.
- Create a simple registration / enrollment form to register clients for the service.
- Identify and or design and print educational / promotional materials for the BE a Buddy Project to encourage seniors to register for the service.
- Explore the viability and appropriateness of using Peer Place to enroll people for the Be a Buddy Project as a particular service. In lieu of that, create an enrollment and tracking system (EXCEL?)
- Provide a basic climate health resiliency / extreme weather emergency education workshop at as many Senior Centers, religious congregation, senior buildings and other appropriate community groups as possible in East Harlem.
- Identify, screen, train and support a small cadre of volunteers to assist in outreach and client registration.
- Identify, screen, train (including developing a script) and support a large cadre of volunteers to make phone calls to registered clients in time of extreme weather emergencies.
- Compile statistics, prepare reports, track contacts training and calls, keep attendance, and other required records.

- Represent agency in community and inter-agency activities.
- Identify and purchase supplies, incentives and rewards as appropriate and approved by the supervisor(s)
- Assist in inventory control and purchase of supplies.
- Perform additional duties as assigned by supervisor and appropriate to the role.

**Qualifications:**

- Bachelor's Degree in Social Work, Human Services, or related field; or two years of college (AA degree) and two years demonstrated experience working with aging populations and / or community organizing.
- Excellent written and spoken communication skills.
- Bilingual (English/Spanish) preferred.
- Excellent computer skills.
- Excellent organizational ability and interpersonal and presentation skills.

**To Apply:**

Please send cover letter and resume: [jobs@unionsettlement.org](mailto:jobs@unionsettlement.org). Please indicate "BE a Buddy Project Coordinator" in the email subject line.

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