FriendshipWorks' mission is to reduce social isolation, enhance 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: Friendly Visiting, Medical Escort, Friendly Helping, and several programs that foster connection in congregate settings - PetPals and MusicWorks.

MusicWorks was created in collaboration with Goddard House Community Initiatives in 2015. MusicWorks offers friendship and connection through the joy of music to isolated elders in 10 buildings in Jamaica Plain, Roxbury, Dorchester and the South End. Music enhances memory skills, lifts spirits, encourages movement, and helps them retain a strong sense of identity. It can also be used as a way to connect to others and help reduce social isolation. We believe that through music and friendship, elders can connect to both their past and to others in a way that is meaningful and fulfilling.

DESCRIPTION
Position Summary:
FriendshipWorks is seeking to hire a full-time Project Manager on staff to manage the program and ensure that the program is furthering FriendshipWorks’ mission of addressing social isolation. Specific responsibilities include: the organization and execution of MusicWorks in-person groups, development of any supplemental programming (e.g. CDs), recruitment and management of musicians, reporting and recordkeeping, and supervision of a PT MusicWorks assistant (to be hired). The position reports to FriendshipWorks’ Director of Programs. There is the possibility of structuring this position as a .8 FTE (prorated) depending on the candidate.

RESPONSIBILITIES
Overall:
- Commitment to FriendshipWorks’ mission and volunteer-driven model
- Be a spokesperson for all FriendshipWorks programs in the assigned neighborhoods
- Supervise and train interns and volunteers as needed.
- Maintain strong communication with the main office.
- Work with the Director of Programs and other program staff on defining and measuring impact goals; responsible for reporting on volunteers, elders, and matches.
- Participate in, and support as needed, FriendshipWorks events such as the Walk to End Elder Isolation.
- If identified, bring potential donors and board members to the attention of the Director of Programs and/or Executive Director.
- Other responsibilities as assigned.
**MusicWorks:**

- Set up, coordinate and execute interactive MusicWorks groups for residents twice a month at participating buildings, and ensure that groups incorporate elements or opportunities for residents to get to know one another.
- Lead group sessions alone and/or with guest musicians.
- Relationship development with Resident Service Coordinators at 10 buildings where MusicWorks has operated to ensure participation of building residents.
- Relationship management of musicians, including recruitment, logistics, and supervision.
- Supervise a part-time MusicWorks assistant (to be hired).
- Oversee communication with, and mailings to, building residents.
- Write monthly program reports and keep accurate and timely records of events, concert attendance, musicians, etc.
- Recruit resident ambassadors in MusicWorks buildings to assist with outreach and other logistics; identify potential opportunities for volunteer engagement in the program.
- Ordering of supplies and equipment as budgeted.
- In conjunction with the Director of Programs, document best practices and participate in program planning and strategy aimed at program enhancement, growth, and evaluation.
- Attend staff and program team meetings.
- Other duties as assigned.

**QUALIFICATIONS**

- Experience or interest in working with elders.
- Excellent project management, relationship management, and organizational skills.
- Love of music and knowledge of different musical genres is a plus.
- Ability to work independently.
- Attention to detail and ability to meet deadlines.
- Excellent communication and interpersonal skills.
- Comfort with technology and ability to understand and translate technical requirements preferred.
- Experience with supervision is strongly preferred.
- Familiarity with Boston’s neighborhoods and/or Spanish-speaking strongly preferred.
- **Access to a car is required** for transport of equipment to groups.

Interested persons should send their resume and a cover letter to jobs@fw4elders.org and put “MusicWorks Manager” in the subject line.

*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 with respect to employment opportunities. Individuals from underrepresented groups are especially encouraged to apply.*