



Job Title: Intergenerational Engagement Manager

Reports To: Director of Vital Living

Status: Part-time 20 hours, Non-exempt

Broad Scope and Function of Position:

The **Intergenerational Engagement Manager** recruits volunteers of all ages to support East Side’s intergenerational and multicultural programs. An additional focus will be to connect older adults to engagement opportunities, both internal and external, that build connections, increase social, emotional, and physical wellbeing, and help redefine work and retirement.

Major Duties and Responsibilities:

Is responsible for but not limited to the following:

- Partner with program directors to conduct a needs assessment for each program to determine how volunteers could best support their strategic priorities
- Work with program directors to develop volunteer engagement position descriptions based on assessed needs
- Build partnerships with community organizations to increase outreach
- Recruit volunteers by targeting people with the time, energy and interest in supporting East Side’s mission, vision, and values
- Conduct interviews to assess volunteers’ skills and interests and determine engagement opportunities
- Develop and conduct volunteer orientation process that includes overview of organization, policies, procedures, rights, and responsibilities
- Develop and implement a recognition program that includes both formal and informal appreciation

Qualifications:

Education

- Bachelor’s Degree and/or equivalent relevant experience

Experience

- Proven leadership skills with success influencing across the organization
- Community outreach including developing relationships and partnerships
- Project and time management
- Proven competence working across ethnic/racial/economic lines for effective communication and trust building

Must have reliable and safe transportation and maintain a valid Driver’s License and insurance.

Compensation: \$20.00 - \$22.00 per hour, depending upon qualifications. Generous Paid Time Off policy

Application deadline: January 4, 2019 or until filled

Please send your cover letter and resume to: East Side Neighborhood Services, 1700 Second St NE, Minneapolis, MN 55413; humanresources@esns.org; www.esns.org

We are dedicated to our Affirmative Action goals and work hard to employ a diverse workforce that represents the communities we serve.

Organized in 1915, **East Side Neighborhood Services, Inc. (ESNS)** is a nonprofit human service agency that provides social and other services to individuals, families and the **communities of primarily Northeast & Southeast Minneapolis.**

AN EQUAL OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER