

Position: **Coordinator of SAGE Friendly Voice (FV) Project**

Employment Type: Part-time contractor (10 hours/week max)

Compensation: \$25/hour

Responsible to: SAGE Albuquerque Advisory Committee (SAAC)

Start Date: Ideally, immediately upon identification of the successful candidate

Summary: The Coordinator of the Friendly Voice (FV) Project is a part-time contractor who will be responsible for managing the operations of the project for SAGE Albuquerque.

Job Explanation

The FV Project is a telephone check-in project that connects members of the SAGE community who would like to receive phone calls (due to loneliness, isolation, etc.) with those who are interested in communicating with them on a regular basis. FV is an established project at SAGE Albuquerque. The project's foundation, policies and procedures are already in place, and now the project will be expected to grow substantially under the management of a dedicated and skilled Project Coordinator. SAGE Albuquerque is an organization that provides services, resources, education, advocacy and social opportunities for senior members of the Albuquerque LGBT+ community. *This position would be a great opportunity for a self-starter who has personal connections to (or membership in) that community.* The SAAC anticipates entering into a contract with the successful candidate and our fiscal agent, the Equality New Mexico Foundation.

Education and Experience Required

- Bachelor's degree in human services from an accredited educational institution; **or**
- Three years of experience directly related to the duties and responsibilities specified.
- A completed post-graduate degree from accredited educational institutions may be substituted for experience on a year for year basis.

Duties and Responsibilities

1. Provide and/or coordinate project planning and evaluation, including identifying needed resources and activities, recruiting volunteers to be callers, and anticipating likely outputs, outcomes, and impact.
2. Train and supervise volunteer callers, including creating successful matches of callers and guests (those receiving calls), and conducting progress and evaluation sessions.
3. Develop an implementation timeline and action steps for each six-month period of FV operations.
4. Conduct outreach within the community as well as with agencies who serve the elderly.
5. Use the existing infrastructure for outgoing FV calls, including forms and tracking system.

6. Use and update as needed the project's existing marketing and communication approaches.
7. Develop a one-year budget for the FV project.
8. Update annually a contractor position description for ongoing operations that addresses recruitment, training, supervision, and evaluation of the FV project.
9. Perform miscellaneous job-related duties.

Knowledge, Skills and Abilities Required

- Skill in volunteer recruitment, interviewing and management.
- Understanding project planning, development, and administration *within a nonprofit community service environment*.
- Skill in budget preparation and management.
- Skill in organizing resources and establishing priorities.
- Strong interpersonal skills and the ability to effectively communicate with the SAAC and a wide range of individuals and constituencies in a diverse community.
- Advanced verbal and written communication skills.
- Excellent organizational and time management skills.

Working Conditions

- All secretarial aspects of this position will be performed by the Coordinator.
- Work is normally performed in the person's home office work environment.
- Must have access to internet, cell phone and laptop or desktop computer, and a printer.

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