

# Operation ABLE of Greater Boston, Inc.



**TITLE:** Community Liaison

**REPORTS TO:** SCSEP Regional Manager

**ORGANIZATION:** Operation ABLE of Greater Boston, a 501c(3) organization, is the only workforce development organization in the region that targets its services to meet the needs of the mature worker. The agency's mission is to provide employment and training opportunities to job seekers of all ages with a priority of serving the mature worker. ABLE is equally committed to servicing Massachusetts employers by providing well-qualified candidates to meet their employment needs and by training employees so they can be as productive as possible at their jobs.

The goals of this position involve introducing and informing potential participants and community agency personnel about ABLE's Skills Training and Employment programs and information sessions; distributing informational material to community partners and prospective participants to describe **what, where, and when** training programs are available to them; and performing routine tasks directly related to assisting the client community and program staff.

**This position is funded through ABLE's Senior Community Service Employment Program, SCSEP. Job candidates must satisfy specific program eligibility requirements as stated below:**

- **AGE: 55 or older**
- **RESIDENCY: Resides in Suffolk, Middlesex, Norfolk, or Essex Counties**
- **INCOME: Eligibility requirements apply**

## **Job Responsibilities:**

- Will work in the neighborhoods and with our referral partners generating interest in ABLE employment and training programs.
- Will establish and maintain contact(s) with community agencies which refer program participants and prospects.
- Will be responsible for meeting with staff at community-based organizations, housing developments, government agencies, Mass Rehab Offices, MassHire Career Centers, and other related organizations.
- Will meet with potential clients at job fairs, community meetings, and neighborhood events.
- Will canvass the neighborhoods ensuring that ABLE flyers and marketing materials are posted and available at all possible gathering places including grocery stores, libraries, health centers, churches, after-school programs, elder and childcare centers, senior centers, apartment complexes, and community centers.

**Operation ABLE of Greater Boston, Inc.**

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FAX: 617.542.4187 | [www.OperationABLE.net](http://www.OperationABLE.net)

## Operation ABLE of Greater Boston, Inc.



- Will work closely with the ABLE SCSEP Regional Manager and Program Managers to ensure that flyers and marketing materials are up-to-date and distributed to all potential referral sites.
- Will work closely with ABLE Admissions Specialists and Program Managers as part of the ABLE Admissions Team.
- Will work closely with ABLE Program Managers in determining the effectiveness of outreach/recruitment efforts and making corrections as necessary.
- Prepares monthly reports for supervisor on outreach activity as required.

### Qualifications:

- The position is funded through ABLE's Senior Community Service Employment Program (SCSEP). Job candidates must fulfill specific program eligibility requirements for age (55 or over); residency (living in Suffolk, Norfolk, Middlesex, or Essex Counties), and income.
- Experience with or interest in volunteerism and community engagement.
- Excellent presentation and communication skills.
- An interest in employment and workforce development.
- A high level of energy, flexibility, and enthusiasm for working with people.
- Strong computer skills especially in MS Office.
- Familiar with Metro Boston, its towns, and neighborhoods, and be comfortable traveling around the area via public transportation.

### Preferred

- Familiarity with Boston's network of community-based human service providers.
- Some understanding of the challenges and barriers to employment faced by many mature workers and other economically disadvantaged individuals.
- Some familiarity with government benefit programs, especially as they apply to older Boston residents.

Operation ABLE of Greater Boston, Inc. will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. Operation ABLE of Greater Boston, Inc. welcomes applications from individuals with disabilities and will provide reasonable accommodation for interviews and for service upon request.

### Please send resume and cover letter to:

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