



## **Community Living Campaign Program Coordinator Vision and Hearing Initiative & Computer Trainer for Seniors and Persons with Disabilities**

### **Community Living Campaign**

The Community Living Campaign started in 2007 as a neighborhood-based way to provide seniors and adults with disabilities with what they need to live a good life. This need continues to grow as our population ages and income disparities widen.

We organize free activities and programs like computer classes, healthy aging workshops, senior exercise groups and grocery deliveries. These provide important practical support and empower neighbors to advocate for themselves and others. But more importantly, they create opportunities for folks to cultivate the supportive connections and friendships they need to age well at home.

We also bring together neighbors, community organizations, academics, businesses, and City agencies to organize and advocate around issues that are too big for any of us to solve alone. Our two most recent initiatives are the SF Tech Council and the Dignity Fund Coalition.

### **Position**

We're looking for a self-motivated generalist to serve as our Vision & Hearing Program Coordinator. You will be coordinating and promoting activities of our Francis Goldsmith Vision & Hearing Initiative, which builds community-based and online networks of support, promotes strategies to ensure activities are inclusive and accessible, and provides one-on-one assistance to seniors with hearing and/or vision loss.

We are looking for someone who takes pride in their work and in helping co-workers excel at theirs. This position is ideal for someone who likes the dynamics of working in a small, mission-driven non-profit, enjoys one-on-one interaction with seniors and adults with disabilities, and is dedicated to teaching and promoting strategies and technologies to ensure seniors with vision and/or hearing limitations can thrive and participate, know their contributions are valued, and enjoy access to opportunities and support that help them keep making a positive difference in their community. Training provided.

## **Responsibilities**

### ***Sharing Vision & Hearing Expertise***

- Update and develop accessibility resources, including Communications Toolkits for CLC staff, materials for Connections for Healthy Aging Workshops, and the online Vision and Hearing Resource Directory.
- Stay up to date and make purchase recommendations on assistive/adaptive aids/equipment for vision and hearing-related disabilities at Adults Day Services Centers and for CLC.

### ***Building Community***

- Increase awareness of Vision and Hearing accessibility and resources for all Community Living Campaign programs.
- Develop and nurture relationships with community partners, including those focused on serving adults with vision and hearing disabilities, Adult Day Services, and computer training.
- Coordinate Vision and Hearing Screenings for CLC neighborhood networks with partner agencies to build community and provide information about resources and assistive technologies.

### ***Raising Public Awareness***

- Help promote the accessible activities of CLC through monthly newsletter, CLC blog, and social media.
- Contribute to the development and implementation of a communications plan that raises awareness of hearing and vision loss and resources available.
- Develop stories about the impact of assistive technology to improve the quality of life for seniors and adults with disabilities.

### ***Coordinating Accessible Computer Training***

- Provide CLC Computer Trainers and Volunteers with resources, training, and strategies for participants with vision and hearing disabilities.
- Continue onsite basic computer tutoring for 10 Adult Day Services (ADS) centers located throughout San Francisco, with a focus on vision and hearing related challenges.
- Coordinate and take responsibility for all relevant data reporting for contracts and grants, including computer trainer hours for Trainers, ADS staff, volunteers, and others.

### **Desired Skills and Knowledge:**

- BA/BS Degree or equivalent experience in a relevant field, with at least two years of working with seniors and adults with disabilities.
- Familiarity with hearing and vision challenges.
- Proven track record of working effectively with persons of various ages and abilities, disabilities, ethnicities, educational and income levels.
- Curiosity and an enthusiasm for learning more about Assistive Technologies (training provided).
- Flexibility, patience, and willingness to wear many hats in a dynamic environment. Ability to respond to challenges with grace and humor.
- Ability to effectively share your knowledge with others, including staff, volunteers, and program participants. Experience in supervising and mentoring others.
- Effective problem solver with high attention to detail, organizational skills, and follow-up. Comfortable with updating, downloading apps, and troubleshooting basic computer, tablet, smartphone, and other assistive device issues.
- Proficiency with MS Excel and MS Word. Familiarity with social media, Dropbox, and online forms.
- Physical ability to transport and deliver laptops, tablets, and other assistive/adaptive devices to events and centers throughout San Francisco. For work in ADS centers, proof of a negative TB test prior to start.
- Demonstrated verbal and written communication skills.
- Ability to work independently with guidance from the Deputy Director.
- Fluency in Cantonese, Spanish, Russian, or other common languages in San Francisco is a definite plus.

### **Pay and Benefits**

This is part-time, employee position currently budgeted at 20 hours per week and will include health benefits, paid vacation, and sick leave.

### **How to Apply**

Community Living Campaign is an equal opportunity employer. Older adults and persons with disabilities are encouraged to apply. Interested candidates should send cover letter and resume via email to [marie@sfcommunityliving.org](mailto:marie@sfcommunityliving.org) or mail to Marie Jobling, Community Living Campaign, 1360 Mission Street, Suite 400, San Francisco, CA 94103.