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Elder Pride Services Program Assistant

About Friendly House

Friendly House, a nonprofit neighborhood center and social service organization, promotes the interdependence of people from all walks of life to meet educational, recreational, and human service needs in the Portland metropolitan area. Friendly House creates opportunities for people of all income and age groups to increase social capital, which we define as the bonds that encourage mutually beneficial support. We operate three major programs in Northwest Portland: The Friendly House Community Center, Community Services and our Children's Programs. Founded in 1930, the organization has remained true to its settlement house roots, giving special attention to the needs of people facing extraordinary challenges, including children, low-income families, older adults, and LGBTQ+ older adults, to assure their inclusion in the fabric of society. We encourage applicants to visit our website (www.fhpdx.org) to learn more.

Elder Pride Services (EPS), formerly SAGE Metro Portland, is a program of Friendly House Community Services. It is the aim of EPS to provide high-quality services, advocacy, and activities for LGBTQ+ older adults. EPS provides excellent experience for those preparing for a career in human services, social justice, gerontology, event planning, and nonprofit work.

Job Overview

Desirable candidates for the Program Assistant position bring patience, flexibility, an understanding of strengths and challenges of older adults and LGBTQ+ populations, knowledge of best practices in social services, community building skills, experience working with diverse populations and the ability to multi-task in a community-based setting.

Position Type

This is a 20-hour-per-week position that primarily supports the Engagement Specialist in facilitating opportunities for socialization and engagement for and among LGBTQ+ older adults. This position will also support the Program Manager



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with other administrative tasks. Duties include researching and brainstorming new programming ideas, planning, and participating in new and ongoing activities and events, supporting marketing through a variety of outreach tools including newsletters, eblasts, and social media (Facebook, Instagram, Meet Up, etc.) with the goal of increasing attendance.

Job Conditions

This is a hybrid position (after training period) with some work done remotely and some scheduled in-person work at the Friendly House campus (Crawford Building) in NW Portland and some out in the community. The Crawford building is ADA compliant. One of our buildings is non-ADA compliant. The Program Assistant may work in a shared office space in an ADA-compliant building, with several coworkers, separated by cubicles.

Benefits

Benefits include a 4% employer match on employee contributions to our 403(b) retirement plan, paid vacation, sick leave, and holidays (prorated based on FTE). Free access to day camps (winter, spring break, summer camps) and after-school care for employees' children ages 5–12. At least a 50% discount on preschool fees for children ages 3–5 who meet all other enrollment eligibility. Steeper discounts will be made available for families who qualify for scholarships. A Friendly House fitness membership and discounts on some activities are also provided.

Notice of Non-Discrimination

Friendly House values equity, diversity, and inclusion. People with lived experience in communities of color and other marginalized groups are encouraged to apply. It is the policy of Friendly House to treat all people with dignity and respect. The agency prohibits discrimination based upon race, sex, religion, color, gender identity, age, national origin, marital or familial status, pregnancy, sexual orientation, citizenship status, military service, veteran status, housing status, source of income, political affiliation, union affiliation, physical or mental disability or other protected status in accordance with applicable law. In addition, we shall not discriminate against minority-owned, women-owned, or emerging small businesses.



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Responsibilities and Duties

- Develop, schedule and coordinate appropriate activities and events for LGBTQ+ older adults at Friendly House and external locations.
- Assist the Engagement Specialist in creating, printing and distributing EPS's bimonthly newsletter and e-news.
- Collaborate with the Engagement Specialist during tabling events representing Friendly House to provide community outreach to raise awareness of EPS and its activities, and foster community partnerships with a focus on reaching new participants and partners.
- Be an active participant on at least one Friendly House staff committee.
- Occasional travel between various locations in the Portland Metro area.
- Assist with special events (Gay & Grey Expo, Annual EPS Luncheon, etc.) and other fundraising efforts.
- Provide information & referral to EPS participants based on AIRS standards.
- Help to maintain accurate records of information and referral, participation, outreach, events, and activities.
- Support Friendly House's community building mission.
- Perform other duties as assigned.

Qualifications and Requirements

- Excellent communication skills, both written and oral.
- Knowledge of and sensitivity to LGBTQ+ older adults and their unique needs.
- Knowledge of best practices for working with LGBTQ+ older adults or the ability to learn best practices.
- Knowledge and experience in event planning for groups of people, especially for LGBTQ+ older adults.
- Awareness of resources for activities that are relevant to LGBTQ+ older adults.
- Ability to effectively problem solve.



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- Knowledge of or willingness to learn computer/database programs such as Excel, Microsoft Office, Google Docs, and Dropbox.
- Proficient use of social media, especially Facebook and Instagram.
- Ability to work with people who have challenging behaviors.
- Detail-oriented, ability to multi-task and manage time well.
- Demonstrated ability to work as part of a team and individually.
- Demonstrated ability to be professional, friendly and enthusiastic.
- Flexible and able to handle priorities changing quickly.
- Demonstrated ability to utilize creativity to introduce new initiatives.
- Excellent professional and personal boundaries.
- Must pass a criminal background check.
- Familiarity with community resources.
- Candidates with lived experience in the LGBTQ+ community will be given additional consideration.
- Observe and promote all applicable COVID-19 safety measures and precautions.
- All Friendly House employees are required to be vaccinated against COVID-19 and practice all Covid safety measures as indicated by the CDC and other health authorities.

Send resume and cover letter to:

Email (PDF preferred):

hr@fhpdx.org

Mail:

Hiring Manager
Friendly House Inc.
2617 NW Savier St.
Portland, OR 97210



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Reports To: Elder Pride Services Program Manager

Position Type: Part-time, non-exempt, \$18 per hour

Posting URL: <https://www.fhpdx.org/jobs/>

Travel Required: Occasional travel within the Portland Metro Area to facilitate programming or attend trainings, etc. Mileage reimbursement available. Frequency may fluctuate due to COVID-19 restrictions.

Date Posted: 4.20.23

Posting Expires: Open until filled.