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There are many great neighborhoods,
but there is only one Fenway.

FCC Program Coordinator

About the Organization

The mission of Fenway Community Center (FCC) is to serve as a gathering place to share information, deliver programs, and provide services that enrich the lives of all Fenway residents. Fenway Community Center firmly believes in the importance of supporting those who live in Fenway and, in line with the organization's mission, FCC's stated values are: **community, collaboration, innovation, enrichment, equity, and sustainability.**

The Job

Reporting to the Executive Director (ED), FCC seeks an enthusiastic, outgoing, and motivated Program Coordinator (PC) who is committed to supporting the Fenway community. The PC will oversee and support programs, events, and the FCC facility for 15-20 hours/week. Central to the success of Fenway Community Center, the Program Coordinator is expected to positively represent Fenway Community Center with all visitors as well as to proactively seek ways in which to improve program operations.

Duties and Responsibilities

Facility Oversight and Administration

- Prepare Fenway Community Center for programs (adjust physical space, A/V, TV displays, etc)
- Welcome visitors to FCC and maintain awareness of ongoing programs/visitors to FCC in order to ensure a positive experience for all
- Maintain visitor log and update membership records
- Document and notify FCC custodial staff of any issues with the community center
- For closing shifts, shut down and secure FCC and prepare for the following day

Event & Program Operations

- Configure facility in accordance with program/event calendar and specific program plans
- Provide support, as necessary, during programs/events
- Oversee that all program/events/visitors are in accordance with FCC Code of Conduct
- Identify opportunities and implement systems and processes that improve event and program operational efficiency

Qualifications

- Positive, outgoing, and patient disposition; Solution-oriented and independent; Intrinsically motivated
- Demonstrated experience and comfortability working with diverse communities in fast-moving settings
- Strong communication skills; empathetic to others
- Commitment to enriching the lives of Fenway community members
- Comfortable using computers and technology for: data entry, written correspondence, flyer design, social media, etc (Microsoft Office, G (Google) Suite, Mailchimp, Canva, Facebook/Instagram/Twitter)
- Ability to physically unlock/lock the doors of FCC as well as move furniture in order to set up and break down events
- Fenway resident (preferred)

Employment & Compensation

The Program Coordinator is a part-time, hourly employee and is employed on an at-will basis. Fenway Community Center believes in the importance of offering fair-market compensation that is commensurate with skills and experience.

To Apply

Send cover letter and resume to hello@fenwaycommunitycenter.org and reference "FCC Program Coordinator" in the subject line. Deadline to apply is **January 13**.

Fenway Community Center is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, disability, age, citizenship status, veteran status or any other characteristic protected by applicable federal, state or local laws.