



Getting Connected Tech Coordinator

The Organization

Boston Project Ministries is a Christian community development organization rooted in Dorchester and Mattapan. We equip neighbors, volunteers, and churches to build strong, connected communities characterized by God's shalom—wholeness, justice, and peace.

Department Summary

Boston Project Ministries' Neighborhood Engagement Team is a group of neighbors working collaboratively to strengthen community well-being through steady presence and practical care. We build trust across generations through 1:1 conversations, listening sessions, and community gatherings; share timely, trustworthy information; and connect residents to resources that meet basic needs, reduce isolation, and support healing. We also create pathways for resident leaders—supporting community-born ideas, facilitating co-design and peace-building efforts, and offering training and volunteer opportunities—while building strong partnerships and advocating for a healthier, more connected neighborhood.

Getting Connected & AI for Age Strong - Program History

Getting Connected began during the pandemic, when many Age-Strong neighbors (those age 55+) lost connection to family, friends, faith communities, and critical resources—and were often shut out of online meetings that shaped their lives. Boston Project Ministries' Neighborhood Engagement Team, alongside community and academic partners, created a large-print, step-by-step guide and hands-on tech coaching to rebuild confidence and access.

Today, the program is adding **AI for Age-Strong**, meeting neighbors where they are with practical tech skills and approachable, hands-on ways to use AI for communication, creativity, and everyday problem-solving. We bring learning into trusted neighborhood spaces—libraries, senior housing, and community centers—and make home visits when needed. **On The Porch** is an AI project that builds on this work by inviting neighbors, technologists, and policymakers to co-design solutions grounded in lived experience and shared wisdom.

Position Summary

The Getting Connected & AI for Age-Strong Tech Coordinator plays a key role in helping Age-Strong neighbors build confidence using technology to stay connected, access resources, and participate more fully in community life. This position designs, updates, and delivers practical, easy-to-follow training across phones, tablets, laptops, and desktop computers—meeting each neighbor at their comfort level and adapting support to the device(s) they use.

The Tech Coordinator provides one-on-one tutoring and small-group sessions that include step-by-step instruction and plenty of hands-on practice. Training topics may include video calling, email and texting, using photos, navigating online forms and appointments, social media basics, scam prevention, online shopping, and other essential digital skills. The Coordinator also keeps materials clear and accessible (including large-print guides) and continually improves lessons based on neighbor feedback and emerging needs.

As the program evolves, the Tech Coordinator will help introduce AI for Age-Strong in simple, approachable ways—showing neighbors how AI tools can support communication, creativity, and everyday problem-solving while emphasizing privacy, safety, and discernment.

This position is supervised by Maridena Rojas, Director of Community Engagement.

Key Responsibilities

- Provide one-on-one and small-group digital literacy coaching for Age-Strong neighbors.
- Assess comfort levels and tailor instruction across smartphones, tablets, laptops, and desktops.
- Update and maintain the Getting Connected guide (clear, large-print, device-specific).
- Teach core topics: video calling, email/texting, social media, scam prevention, online shopping, and online forms/resources.
- Introduce AI for Age-Strong with practical, safe uses for communication, creativity, and everyday problem-solving.
- Coordinate youth-led AI instruction and intergenerational learning activities.
- Train Neighborhood Engagement staff and 5–10 volunteers to support participants.
- Create simple pre/post surveys and track outcomes; support growth from 75 to 150 participants annually.
- Translate/adapt materials into multiple languages and accessible formats.

Qualifications

- Strong technology skills and confidence using smartphones, tablets, laptops, and desktop computers.
- Comfortable with AI tools and concepts; willing to participate in ongoing AI training.
- Ability to teach Age-Strong participants about AI in a clear, patient, trustworthy way—addressing concerns, dispelling myths, and modeling responsible use.

- Strong verbal and written communication skills; able to create simple materials and stay connected with residents using phone and computer tools.
- Comfortable facilitating small groups and building relationships one-on-one.
- Able to work collaboratively with partner organizations and in community-based settings where programming is held.
- Commitment to an average of 20-30 hours per week, including some evenings and weekends.
- Demonstrates integrity, honesty, and transparency in character and work.
- Bilingual preferred.

Compensation & Schedule

This is an hourly, non-exempt position paid at \$25.00/hour (commensurate with experience). This position is part-time, typically 20-30 hours per week. Paid time off is accrued. Evening and weekend hours are required for meetings and events (with scheduling planned in advance).

How to Apply

Please submit a resume and a brief cover letter describing your interest and relevant experience to jobs@tbpm.org. You can also email questions or call at 617-929-0925 (please leave a message).

Equal Opportunity

Boston Project Ministries is an equal opportunity employer. We are committed to building a team that reflects the community we serve and encourage applicants of all backgrounds to apply.