



Next Gen Program Coordinator

(Please note: Please read the entire ad before responding and don't forget to answer our questions below. Thank you!)

TimeSlips' Background

TimeSlips is an award-winning, international non-profit that brings meaning and purpose to late life by inspiring a dynamic of respect and wonder between older people and those who care for them. Founded by MacArthur "Genius" Fellow Anne Basting, TimeSlips provides inspiring tools and resources to spark creative engagement regardless of physical or cognitive disabilities. We work toward a moment when creative engagement brings meaning and purpose to the lives of every older adult.

Position Description

TimeSlips is looking for a passionate, collaborative, problem-solving professional with strong relationship management skills to join our team. We need someone great! Someone innovative, dependable, and resourceful who will thrive in a team environment. Someone with a can-do attitude, excellent work ethic, strong attention to detail, and a positive approach. Someone who enjoys working with the elderly and has a passion for helping others.

The **Next Gen Program Coordinator** reports to the Program Director and will formalize and grow our training system for high school and college students on a national scale. This is a two-year, full-time, remote position. The goals of this position are to grow our service-learning program from our current 10 campuses to 50 campuses, and to prepare for continued growth.

The Next Gen Program Manager accomplishes these goals by:

1. Building and nurturing an advisory group of stakeholders.
2. Creating an outline of all support materials, curriculum, and evaluation tools.
3. Finalizing a distribution plan.
4. Finalizing curricular materials and procedures for implementing them.
5. Training 10 students at 10 campuses (100 students) in the second 6 months.
6. Evaluating training (aiming for significant improvement in attitudes toward aging and dementia).
7. Creating networks that positively engage 100 people with dementia (conservative estimate).

Desired skills and experience:

- Bachelor's degree required.
- Minimum 3 years experience working in/with higher education service learning programming.
- Experience as a trainer/teacher.
- Relationship management (both internally to TimeSlips and with external partners) is key to success in this role. Demonstrated ability to develop, manage, and grow complex relationships across various levels and functional areas is required.

- Track record of achieving strong, measurable results while maintaining an inclusive, collaborative working style.
- Excellent communication skills, both written and verbal, with an ability to clearly articulate complex programs, partnership, and systems.
- Detail-oriented and embraces systems for organization and efficiency.
- Positive attitude with customer service orientation and willingness to “roll up shirtsleeves” to get the work done.
- Must enjoy working in a fun, fast-paced, entrepreneurial environment.
- Demonstrate deep commitment to TimeSlips’ mission and core values.
- Ability to tie TimeSlips’ work and partnerships into the larger landscape of inter-related issues within healthcare, the arts, and employment.

This position does not have any benefits (paid time off, health or dental insurance or retirement program) except the required government benefits of social security taxes, unemployment insurance and workers compensation insurance. This position is currently grant funded. We anticipate making this position a full-time ongoing position, pending funding based on revenue generated by the program.

To apply:

Please send a current resume and cover letter (or cover email) addressing the following to kate@timeslips.org:

1. Why are you looking for employment right now? What happened with your last position? If we were to speak with your last boss, what might she or he say about you?
2. What are you looking for in a job and why does this one sound interesting to you?
3. Your hourly rate requirements (this is very important, so please give a number range from the lowest you can comfortably accept to your realistic "I'd be so happy" amount) and your availability (hours per week/per month).

(Please note: We need to know something about you, so please include answers to the questions in a cover letter/email. Resumes are very important but they do not tell us enough about you. We want to hire a great person to join our team just as much as you want a great job. Thank you!)