

**Position Title:** Senior Citizen Technology Instructor  
**Organization:** Operation P.E.A.C.E.  
**Start/End Date:** May 2022  
**Hours per week:** ~3 hours/week between May - August 2022



Operation P.E.A.C.E., a nonprofit located in the Fenway and in Dorchester, is seeking a dynamic Senior Technology Instructor for our Fenway site.

Operation P.E.A.C.E. (Partnerships in Education And Community Enrichment), is a non-profit organization whose mission is to educate and enrich family and community life through a mix of education, social, and technology resources. We are looking for someone with experience and expertise in basic technology (tablets, chromebooks, cell phones, etc) to help create and lead senior citizen tech workshops. Given the ages and needs served, the applicant **must** be patient, flexible, positive, and mature. This individual will operate under the supervision and support of the Fenway Community Coordinator and Director.

**Responsibilities Include:**

- Create curriculum and prepare materials for 12 weekly technology workshops for senior citizens
- Teach material to senior citizens in-person (workshops are currently planned for Wednesdays at Noon)
- Assist in outreach calls and senior engagement
- Maintain a positive and mature demeanor
- Communicate any issues, concerns, needs, questions, etc. promptly to staff

**Requirements:**

- Experience with basic technology; ability to plan curriculum and prepare materials for technology workshops (with the support of OpPEACE Director)
- Stellar interpersonal skills, including excellent communication, ability to interact effectively with a diverse population, and a dynamic, outgoing demeanor
- Are responsible and mature with sound judgement and a professional instinct
- Are organized and detail-oriented; able to work independently while under supervision and follow through on multiple tasks

This is a part-time position. Interested applicants will work ~2-3 hours per week over the months of May-June.

This position is open and accepting applications until filled. A Criminal Offenders Records Information (CORI) request and Sex Offenders Records Information (SORI) request will need to be completed for this position.

We are an equal opportunity employer and do not discriminate based on race, religion, gender, age, sexuality, gender identification, or physical ability.

Please email resume and cover letter to:  
Mallory Rohrig  
Director  
Operation P.E.A.C.E.  
[Mallory@OperationPeaceBoston.org](mailto:Mallory@OperationPeaceBoston.org)