

# Connected Living

## Community Program Manager (CPM) Job Description

Once training is completed by the Training & Operations Director (T/O) and operational systems are mastered, this individual will provide a modified training workshop for building staff (6 hours), as well as work within the community to identify residents and building staff who might be key adopters.

This individual will then begin to supply the weekly usage statistics to the Grant Administration Director for inclusion in a weekly region-wide analysis.

Working with the Grant Administration Director, this individual will facilitate all of the “marketing” internal to the community (Building Resident Council, Town Hall Mtg, Key Resident Showcase with photos and memoirs) and external (Family night) to the neighborhood population that interact and visit with residents and family members.

During the Launch event, the CPM will be responsible for the layout of all marketing materials (balloons, tablecloths, food table, seating, photo taking, appointment cards, gift bags and prizes) and seek assistance from others as needed in order to ensure a top-tier showcase event. The CPM will coordinate the capture of information relative to the interest shown by the Launch attendees.

Working with the T/O, the CPM will complete a pre-eval survey form with all residents and schedule and complete their first (of 4) training session. In addition, the CPM will begin facilitating the Group Classes and Begin the Open Lab Workshops. Lastly, the CPM will set up profiles, lesson plans and goals for all residents.

### Trainer/Ambassador/CPM AD:

Connected Living, Inc., a company committed to the idea that a “connected life” transforms the experience of aging will be providing its full-service Connected Living program to Illinois seniors living in affordable housing as well as to Illinois-based housing for individuals living with disabilities.

Connected Living, Inc. is a Quincy, MA based social impact company. The Connected Living program currently serves thousands of seniors residing in communities managed by such thought-leading organizations as Brookdale Senior Living, Benchmark Senior Living, Beacon Communities and the Atlanta Housing Authority.

Our new program, provided to seniors under a federal and state grant will bring programs, technology and social connections to public and privately funded communities across the state. Currently, we are seeking a full-time Community Program Manager for a Senior Residential Community located the XXXXX area.

This individual will provide onsite leadership and 1:1 program training for building staff, residents, and their family members to include surveys, profiles and learning plans. Performance Data will be analyzed

as this individual will capture and distribute the metrics associated with program usage. In addition, this individual will lead weekly classes where internet and computer usage is encouraged and demonstrated through the use of interesting and timely curriculum. Working with others in the community and within the Connected Living organization, this individual will also facilitate all of the communications internal to the community and external to the neighborhood population that interact and visit with residents and family members.

**QUALIFICATIONS:**

Must possess a value system oriented to helping others learn new skills to promote independence and self-sufficiency. Other important attributes include Basic Windows, MS Word and Excel skills, language skills, cultural sensitivity and the ability to communicate effectively in one-on-one sessions and small and large groups. Strong communications background or education, along with a passion for working with Seniors and/or the disabled. Those with experience in training or teaching would be preferred, but will consider recent grads. Mandatory knowledge of Social Media tools.