



TOWN OF NORTHBOROUGH

Personnel Office
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EMPLOYMENT OPPORTUNITY

October 4, 2021

Senior Center Program Coordinator Town of Northborough

The Northborough Senior Center seeks a resourceful and customer-focused individual to serve as a part-time Program Coordinator. Applicants for this 19 hour/week position must possess exceptional public service, record-keeping, and administrative support skills. Responsibilities include responding to public inquiries regarding programs and services offered by the Senior Center; assisting with day-to-day administration of the Senior Center's expansive offering of programs including recreational activities, social events, and educational activities; assisting with program development and marketing; and coordinating and directing the work of volunteers. Ideal candidate will possess a high level of computer acumen as many programs are offered on Zoom/WebEx or other online platforms. The ideal candidate will be an engaging individual who demonstrates empathy and sensitivity to the needs of mature citizens and their families.

Requires a High School Diploma and one year of job-related experience, preferably experience in community volunteerism and/or social services with elder resources; or any equivalent combination of education and experience. Proficiency with MS Office applications highly desired. Pay range is \$21.14 to \$27.48 per hour; this is a non-benefit eligible position.

Please submit a cover letter and resume to the Town Administrator's Office, 63 Main Street, Northborough or email to townadmin@town.northborough.ma.us. Initial review of applications will commence October 22, 2021; resumes will be accepted until the position is filled. AA/EOE