



## TOWN OF NORTHBOROUGH

63 Main Street  
Northborough, MA 01532-1994  
(508) 393-5040 Phone  
(508) 393-6996 Fax

---

### EMPLOYMENT OPPORTUNITY 1/27/2021

#### Full-Time Vaccine Coordinator Temporary Position

The Town of Northborough seeks qualified applicants for the temporary, full-time position of Vaccine Coordinator. This is a full-time, temporary, non-benefitted position. This person will assist the Health Director and Fire Chief in the administration of the Town's Covid-19 Vaccination Clinic. Duties include communication and outreach to Northborough residents regarding the availability of the vaccine. Coordinating and scheduling residents for the vaccination clinic. Assist in the coordination of volunteers for the clinic, and ensure that all necessary documentation and reporting is properly completed, including, but not limited to, eligibility screening, doses administered reporting, MIIS reporting, and temperature logs. Applicant must have strong organizational abilities, excellent communication and exceptional customer service skills. Background in public health, nursing, health or emergency management preferred but not required. Position requires a HS Diploma, college degree preferred. This is a full-time position for approximately 6 months.

Please submit a letter of interest and resume via email to [townadmin@town.northborough.ma.us](mailto:townadmin@town.northborough.ma.us). Applications will be accepted until the position is filled. **Town will begin reviewing applications immediately due to the vaccination clinic timeline.** Salary DOQ, expected range \$30-\$35 per hour. The Town of Northborough is an Equal Opportunity/Affirmative Action Employer.