



NORFOLK COUNCIL ON AGING

Council on Aging Assistant

20 hours per week

Position performs secretarial, administrative, and customer service work for the Council on Aging. Work includes assisting in the daily activities of the Senior Center, providing information and assistance to elders, compiling statistics, preparing reports and documentation, maintaining and updating databases and files; and providing a variety of clerical and secretarial functions for the department.

1. May research, develop, coordinate, and implement activities for Director; assists outreach worker as needed; maintains appropriate records of activities and programs on an ongoing basis.
2. Meets and greets visitors; creates a welcoming environment for seniors.
3. Answers telephone, responds to inquiries, or requests, resolves problems, makes referrals, or takes messages.
4. Types weekly reports; schedules, and correspondence.
5. Maintains records of activities and participants in computer database.
6. Assists in the publishing of the monthly newsletter.
7. Develops posters, brochures, or other publicity to advertise and/or enhance programs.
8. Assists others in their management of fuel assistance program, as necessary.
9. Provides back up support and assistance to the Executive Director as needed.

This is a part-time benefitted position with a salary range of \$16.81 to \$25.57/hour and reports directly to the COA Director. Please send resume and cover letter to COA director, Christine Quinn, LMHC at jobs@norfolk.ma.us AA/EOE