

**JOB OPENING
TOWN OF NAHANT
COUNCIL ON AGING**

POSITION TITLE: ASSISTANT TO THE COA DIRECTOR

MAJOR RESPONSIBILITIES:

- Assist in managing the daily operation of the Senior Center. This will include general office functions, keeping schedules, work with volunteers, and other duties as required.
- Plans and organizes senior trips and other activities.
- Answer phones and screens calls. Provide information and responds to questions.
- Works with webmaster in maintaining our website monthly.
- Prepares our monthly newsletter.
- Develop a comprehensive knowledge of administrative activities of the department.
- Perform other duties as required.

REQUIRED QUALIFICATIONS:

- •Associate's degree in Business, or equivalent experience.
- •5 years of office experience
- •Proficient in Microsoft Word, Publisher, Excel and Social Media sites.
- •Possess the organizational, verbal, written and interpersonal skills necessary to interact effectively with all levels and ages.
- •Ability to prioritize, make decisions and problem solve.

This is a part time position. Total hours 12 per week, Tuesday, Wednesday & Thursdays 9:00 am to 1:00 pm. Flexibility is required. Send resume to:

Linda Peterson
Executive Director – COA
334 Nahant Rd
Nahant, MA 01908