



Massachusetts

PROVINCETOWN

PROVINCETOWN HUMAN RESOURCES OFFICE

Position Opening

COA Program Coordinator

The Town of Provincetown is accepting applications for a Program Coordinator position in the Council on Aging/Human Services Department. This position will be responsible for developing, implementing and overseeing COA programs, activities and special events with the goal of (1) supporting the COA mission of offering programs to enrich the well-being of older adults and (2) attracting new seniors to the COA. Provides COA office coverage.

Applicants must be High School Graduate, GED or equivalent with preferred experience working with older adults. CPR & Safe Food Handling training will be provided. CORI check required. This is a 30 hour a week part time position – Grade I - \$18.84/hour.

Job descriptions and application may be obtained from the Human Resources Office, at 260 Commercial Street, Provincetown, MA 02657 or on the Town's website at <http://www.provincetown-ma.gov/6/Employment> . Completed applications must be returned to that office or hr@provincetown-ma.gov by 11AM on October 15, 2021. The position will be available immediately and will remain open until filled.

The Town of Provincetown is an equal opportunity employer.

Alex Morse, Town Manager

Posted: Provincetown Town Buildings, Independent, Indeed, LinkedIn, Facebook, CCYP, www.provincetown-ma.gov, 09/22/2021, 11:55 am AR
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