



# Massachusetts PROVINCETOWN

## PROVINCETOWN HUMAN RESOURCES OFFICE

### Position Opening

*Council on Aging (COA) – Seasonal Position*

*Council on Aging Program Assistant*

The Town of Provincetown is accepting applications for a COA Program Assistant position at the Senior Center.

Temporary position January through June 2023 with possible extension. 12 hours/week, \$20.16/hour.

Assists COA Program Coordinator with Senior Center programs including hosting, technology, event set up/break down, dining support, publicity. Assists with office coverage including answering phones and assisting the public.

CORI check and online/in-person food handling and CPR trainings required. Must maintain strict confidentiality. Computer skills and experience working with older adults preferred.

Applications and job descriptions are available on the Town Website <http://www.provincetown-ma.gov/6/Employment> . Send completed applications to: Human Resource Manager, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or [hr@provincetown-ma.gov](mailto:hr@provincetown-ma.gov) by .

*An equal opportunity employer*

*The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.*

*Alex B. Morse, Town Manager*

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