

Position Opening

Council on Aging (COA) – Part-Time Position

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

Council on Aging Program Assistant

Temporary position September 2023 through June 2024 with possible extension. 10 hours/week, \$20.16/hour.

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

CORI check and online/in-person food handling and CPR trainings required (provided). 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 , the position will be open until filled.

An equal opportunity employer

Alex B. Morse, Town Manager