



SUDBURY SENIOR CENTER
COUNCIL ON AGING
Town of Sudbury, Massachusetts

40 Fairbank Road • Sudbury, Massachusetts • 01776-1681 • www.sudburyseniorcenter.org
Phone: 978-443-3055 • Fax: 978-443-6009 • E-mail: senior@sudbury.ma.us

Town of Sudbury

POSITION POSTING
ADMINISTRATIVE ASSISTANT
JOB SHARE
COUNCIL ON AGING
Part time (14 hours per week)

Requires excellent verbal and written communication skills, ability to interact with senior participants, families, volunteers and staff with sensitivity, tact and discretion. Candidates must be self-motivated and able to work independently, as well as part of a team. Excellent computer, social media, website, and database skills required, as well as ability to assist with room setups and some lifting up to 30 lbs. Position is part-time, 14 hours per week, working under the general direction of the Senior Center Director and in conjunction with the other part-time Administrative Assistant. Requires high school graduation plus additional education or training in secretarial science or business administration; Bachelor's degree preferred; and four years of experience in secretarial and administrative work; or any equivalent combination of education, training and experience.

Send letter of interest and resume to Debra Galloway, Senior Center Director, 40 Fairbank Road, Sudbury, MA 01776 or by e-mail to gallowayd@sudbury.ma.us. Position will remain open until filled. AA/EOE