TOWN OF GROTON
173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1145
Fax: (978) 448-1115

TOWN CLERK
RECEIVED

2021 OCT 20 A 9:43

The Groton Center Council on Aging Community Engagement Specialist

The Town of Groton is seeking an enthusiastic, highly motivated, self-starter who enjoys working in a collaborative work place environment for a full-time (40 hours per week) Community Engagement Specialist for the Groton Council on Aging.

The successful candidate must have the ability to work independently and self-sufficiently, have an open attitude and eagerness to learn. As a staff member of the Council on Aging Department, you will join a talented team of individuals who strive to provide opportunities for all individuals as they age by leveraging resources, developing a sustainable future, and engaging in strong partnerships and collaborations. The Community Engagement Specialist supports the Director in the planning and management of all social, educational, recreational, fitness, and volunteer programs offered through the Groton Council on Aging. The Community Engagement Specialist's main responsibility is to develop new programming opportunities while maintaining existing ones by identifying and engaging community partners in line with the mission of the Council on Aging. This central and highly interactive role requires sound judgement, resourceful and organized approach, and provides a high standard for customer service.

This position requires Bachelor's degree in health, social services or related field, with three to five years' experience, with developing programs, managing volunteers or working with community organizations, or any equivalent relevant combination of education and experience. Applicants must have excellent customer service skills and enjoy working in a public setting. Must exercise good judgment in a variety of situations. The hourly rate is between $27.65 to $34.31 per hour. This position offers full benefits.

To apply, please send your resume and job application to the Human Resources Director, Town Hall, 173 Main St., Groton, MA 01450 or by email to humanresources@townofgroton.org. For questions please call 978-448-1145. Job description is available by request.

Deadline for applications: November 5, 2021

The Town of Groton is an Equal Opportunity Employer