

The Town of Mattapoisett is seeking applicants for the position of Administrative Coordinator at the Council on Aging.

Mattapoisett is a small, coastal community in Southeastern Massachusetts with an annual operating budget of approximately \$32 million.

The Administrative Coordinator at the Council on Aging provides administrative support to the day-to-day operations of the Council on Aging as well as manages the coordination of transportation services offered. The candidate will work closely with the Director and other key staff to serve the needs of older adults, with a specific focus on transportation. The candidate will also provide administrative support to the Director including reception desk management, computer software and database application management, grant management, program development, special event planning and social media efforts.

The successful candidate shall have a bachelor's degree or related college coursework and at least two years' experience in general office work or customer service-related functions, or an equivalent combination. Candidates with comparable experience are encouraged to apply.

This is a full-time union position, 35 hours/week, with a starting salary range of \$23.84 - \$25.30/hour. Pay is dependent on qualifications.

Complete job description is available on the Town website under [Current Job Openings](#).

Applicants should send a resume and cover letter to BEbert@Mattapoisett.net. Resumes will be accepted until the position is filled.

Town of Mattapoisett

Position Title:	Administrative Coordinator - Union Position	Grade Level:	Administrative 2
Rate:	\$23.84 - \$25.30 /Hourly	Hours:	35 Hours/Week
Department:	Council on Aging	Date:	03/26/2024
Reports To:	Council on Aging Director	FLSA Status:	Full-time, Non-Exempt

Summary of Position Responsibilities:

The Administrative Coordinator is responsible for providing professional administrative assistance to the overall operation of the Council on Aging. The successful candidate will be able to work closely with staff and volunteers to ensure that the Council on Aging is serving the needs of older adults in the community. The Administrative Coordinator should understand the importance of serving older adults as well as the importance of successfully coordinating the transportation program offered by the Council on Aging.

Attention to detail and accuracy in work product is extremely important in this position. The candidate should also be well organized and able to work independently in an environment with frequent interruptions. This position is required to interact with the public, vendors, organizations, and other Town Departments and must be able to do so tactfully and appropriately.

The candidate will be responsible for facilitating the day-to-day operations of the office as well as the coordination of the transportation services and other programming offered by the Council on Aging.

Description of Supervision:

Works under the supervision of the Executive Director of the Council on Aging. The employee should be able to work independently on projects and maintain office organization and files.

Work Environment:

Work is performed under typical office conditions; the work environment can be hectic with frequent work interruptions. Additionally, this position will require the candidate to set up programming and events at the Council on Aging. Candidate must be able to operate general office equipment such as a computer, calculator, fax, and copier as well as possess and maintain a valid driver's license.

Nature and Purpose of Public Contact:

This is a public-facing position that will require the chosen candidate to work closely with members of the public, vendors, related organizations, as well as other departments in Town. The position requires frequent explanation or discussion of resident questions or concerns, scheduling assistance, and problem resolution. Courtesy, tact, and diplomacy will be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Essential Functions of Job:

- Maintain the daily schedule of the Council on Aging to ensure coverage during all business hours.
- Manage the coordination of the transportation program offered by the Council on Aging, this includes:
 - Maintaining and communicating schedules to drivers and participants and processing any related paperwork.
 - Maintaining driving records for training and scheduling any required training.
 - Maintaining vehicle records and maintenance and scheduling any required maintenance.
- Plan, coordinate, promote, organize supplies for, and arrange for the set-up and coverage of programs offered to residents at the Council on Aging.
- Plan, coordinate, promote and arrange for the set-up and coverage of day trips offered to residents.
- Process various forms, applications, reports, and other information.
- Assist with accounts payable and receivable as well as procurement and inventory.
- Assist with maintaining and updating department files including logs and records regarding MySeniorCenter, transportation, programming, activities, and services.
- Assist with internal computer systems as needed, programs used include: MySeniorCenter, Microsoft Office, Google Documents, and social media.
- Provide coverage for programs and services in the absence of other designated staff.
- Attend required meetings, training sessions and appointments.
- Complete special projects or other duties as assigned by the Director.

Minimum Competencies:

- Knowledge of Microsoft Office products and database management is required. Experience with MySeniorCenter or a similar program is preferred.
- Knowledge of social media and ability to utilize various platforms is preferred.
- Knowledge of State, Federal, and local benefits, and programs available to older adults.
- Ability to communicate clearly in written and oral form.
- Ability to work independently, handle multiple tasks, prioritize effectively, and meet deadlines.
- Ability to work collaboratively with the Director, other staff, outside agencies, and vendors.
- Ability to exercise independent judgment, delegate and resolve problems.
- Experience with event planning and programming is preferred.
- Possess genuine compassion, respect, concern and understanding of older patrons, disabled and the physically and mentally challenged of all ages and social-economic standing and their families.
- Honesty, reliability, discretion, and good judgment are essential.

Education and Other Requirements:

Bachelor's degree or related college coursework and at least two years' experience in general office work or customer service-related functions, or an equivalent combination. Candidates with comparable experience are encouraged to apply.

Work Location:

This is an office-based job in a municipal office and work is generally performed under typical office conditions. It is a busy office with frequent outside interruptions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position frequently requires the employee to assist with the set up and take down of tables, chairs, and other items for programing and activities offered at the Council on Aging. The employee must be able to lift and/or move up to 30 pounds.

FLSA Status:

This position is non-exempt under the Fair Labor Standards Act.

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and is subject to change by the employer as the needs of the employer and/or requirements of the job change.