



TOWN OF FOXBOROUGH
JOB POSTING NOTICE
Human Resources Department

Position: Program Coordinator

Department: Council on Aging & Human Services

Director: Vicki Lowe

Starting Salary: \$21.17 - \$26.43 /hr.

Posting Date: July 16, 2013

Close Date: July 30, 2013

(late applications will not be considered)

Position Description:

The Town of Foxborough is seeking applicants for the position of Program Coordinator. The ideal candidate will have excellent written and oral communication skills. Responsibilities include, but are not limited to, preparing advertising materials for the Council on Aging and Human Services activities, including newspapers, local cable station and the town website. Responsible for planning, organizing and implementing programs and activities and coordinating schedules; coordinating trips with participants and tour groups; organizing trip planning meetings; maintaining trip contracts and acting as escort, when needed, on group trips. Must provide assistance and information to the general public. Must be sensitive to the needs of the senior population and must maintain confidentiality when in possession of private or privileged information. Must possess a working knowledge of office practices and procedures and computer operations, including Microsoft Word, and Excel. This is a full time, (35 hours per week), benefited position.

Qualifications:

Education and Experience:

High School Diploma; two to three years of customer service and office experience; Previous experience working with senior citizens preferred; or any equivalent combination of education and experience.

Special Requirements:

Must have or be willing to become CPR / AED certified; First Aid training and ServSafe certified.

Apply

Cover Letter, Application and Resume must be submitted by Monday, July 30, 2013, to the Human Resource Director, Foxborough Town Hall, 40 South Street, Foxborough, MA 02035 or jobs@town.foxborough.ma.us.

The Town of Foxborough is an Equal Opportunity Employer & Affirmative Action employer.