

## **Job Description**

**Title:** Administrative Assistant/Outreach Worker to the Council on Aging (COA)

**Supervision:** The employee will report to the Town Administrator who will provide oversight. The COA Chair will directly assign tasks to and review the work completed by the employee, who will also work with other Board Members when required by specific projects.

**Hours/Compensation:** This is a part-time position for approximately 10 hours per week. Weekly number of hours will vary based on events and workflow.

**Benefits:** As this position requires less than 20 hours per week it is part-time and does not include Town benefits, including health care coverage or retirement benefits.

**Job Environment:** Typical office environment; operates computers, printers, calculators, phones and the copier. The position requires frequent contact with other Town Hall employees, State agencies and the general public.

**Responsibilities:** *The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.*

- Administration of ongoing COA services and activities, including the posting of meetings and agendas and the preparing and posting of meeting minutes
- Attending all COA meetings and events
- Meeting regularly with the COA Chair, with follow up emails, texts and telephone communication between meetings
- Representing the COA at various meetings and activities
- Planning COA events as directed by the COA Board
- Increasing awareness of COA activities and services among town residents
- Working collaboratively with the Monterey Community Center and other Monterey departments
- As needed, outreach and home visits to vulnerable adults in the community, followed up with appropriate referrals as needed
- Facilitating feedback from community members regarding COA activities
- Providing administrative support to the COA such as filing, maintaining the email list, sending regular email communications and picking up voicemails from the COA phone line.

**Minimum Education & Experience:** High school diploma, a valid driver's license and personal vehicle. Ability to converse in Spanish is a plus.

**Knowledge, Ability and Skill:**

- Must be computer literate. Knowledge of Windows programs/operating system as well as other office systems and equipment. Position requires the ability to operate a keyboard.
- Excellent organizational skills, the ability to work with minimal supervision and the use of good judgment and tact regarding the requirements of the position.
- Ability to work well with the public and other Town employees.
- Able to set up meeting rooms, bring supplies, clean-up and re-stock CoA materials.
- Be proficient in writing and speaking English and have excellent communication skills
- Pass a CORI background check
- Have a flexible schedule to accommodate COA events and planning needs
- Be creative and energetic
- Knowledge of the community and available resources as needed
- Ability to be organized, efficient and able to work in the office environment, community settings and at home as needed.