



DANIEL RIVERA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

*City of Lawrence
Personnel Department
City Hall, Room 303
200 Common Street
Lawrence, Massachusetts 01840*

TEL: (978) 620-3060
FAX: (978) 722-9130
www.cityoflawrence.com

EMPLOYEE JOB POSTING

Title: Program Assistant (Part-Time) 2 Positions available
Dept.: Council On Aging
Salary: Grade 1 \$20,000-\$35,000 Annual Salary- Prorated (18 hours per week)
Union: Non-Union, Non-Exempt

Duties:

Under the supervision of the Department Head this person will be responsible for answering 20–30 telephone calls during the afternoon shift (anytime during the hours of 12:00 Noon - 4:00 PM), informing callers (and walk-ins) regarding programs and services available to Senior Citizens at the Senior Center and in the community; referring elders to other appropriate agencies relevant to their needs, register senior and receive payments for enrichment classes, trips, monthly parties, and other activities sponsored by the Council on Aging; record the daily number of seniors in the center (for annual statistical purposes); perform other related duties as assigned by the Director or his designee.

Qualifications:

High School Diploma, or equivalent. High-energy person with excellent organizational skills and capable of performing a multitude of functions in a fast paced environment. Ability to interface with the public in a professional and supportive manner. Ability to maintain effective working relationship with co-workers and supervisor. Ability to interact in an empathetic and positive manner with elders in a multi-cultural setting. Knowledge of elder issues and resources. Bilingual preferred (English/Spanish).

Posting Date: October 11, 2017

Deadline Date: Until Filled

Appointing Authority: _____


Daniel Rivera, Mayor

APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE

*Application and Full Job Description Available in the City Personnel Department
The City of Lawrence is an Equal Opportunity Employer*

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.