



**Notice of Position Availability**

**Aging and Disability Resource Consortium  
of the Greater North Shore**

**PROGRAM COORDINATOR**

The Aging and Disability Resource Consortium of the Greater North Shore is seeking a half-time Program Coordinator.

Responsibilities include administrative coordination of the Consortium's activities, maintaining communication among the member organizations, planning meetings, organizing training sessions, preparing data reports, assisting with program evaluation, and related duties. Works closely with the executive directors and senior staff of the Consortium's leadership agencies.

Necessary attributes: excellent communication skills, creativity, perseverance. Experience with community-based programs is essential; knowledge of aging, disability, and / or care organizations is highly desirable. Proficiency in Microsoft Office applications required; experience with social media and web management desirable.

Must have own vehicle; some travel required, principally around the North Shore. Primary office is located in Danvers, MA; secondary work location in Salem. Competitive salary and benefits. Older adults and persons with disabilities are encouraged to apply.

Please submit resume and cover letter to Lisa Sculley, Administrative Operations Manager, North Shore Elder Services, 152 Sylvan Street Danvers, MA 01923 or e-mail [lsculley@nselder.org](mailto:lsculley@nselder.org). Resumes reviewed as received. No phone calls please. EOE/AA.