



TOWN OF SUDBURY
Office of the Asst. Town Manager/HR Director

Maryanne Bilodeau
Asst. Town Manager/HR Director

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Town of Sudbury

POSITION POSTING
INFORMATION AND REFERRAL SPECIALIST
COUNCIL ON AGING
Part time (17 hours per week)

Requires excellent verbal and written communication skills, ability to interact with seniors with sensitivity, tact and discretion, and ability to work independently and be self-motivating. Candidates must possess excellent computer and database skills. Position also requires a valid driver's license and access to a vehicle. Position is part-time, 17 hours per week, working under the general direction of the Council on Aging Director. Requires Bachelor's degree in human services, social work, community health or related field; two years experience working with seniors; knowledge of state, federal and regional programs and resources serving the senior population; and familiarity with the MetroWest elder services network. Send letter of interest and resume to HR Director, 278 Old Sudbury Road, Sudbury, MA 01776 or by e-mail to bilodeaum@sudbury.ma.us Position will remain open until filled. AA/EOE