

Town of Topsfield  
Executive Director – Council on Aging

The Town of Topsfield, MA is seeking an energetic, compassionate, flexible and organized candidate for the position of Council on Aging Executive Director. The COA Director oversees and supervises all the daily activities and programs offered by the Topsfield COA. This position reports directly to the Topsfield COA Board of Directors.

The COA Director is responsible for:

- Planning/developing/implementing all programs/services for seniors
- Preparing and managing budgets
- Submitting grant proposals and reports
- Supervising office and support staff
- Interfacing with other Town departments and Board of Directors as necessary
- Planning and performing outreach services

Interested candidates should possess or be pursuing a degree in Gerontology or some related human service area plus 2 years of administrative experience, or any equivalent combination of education and experience. Proficient computer skills in Microsoft word and excel required. He/she should have a genuine interest in working with senior citizens and a strong interest in the social issues impacting our elder citizens. Salary range for the position is \$30,675.85 to \$41,860.02, plus benefits based on qualifications. This is a 30 hour per week position. However, hours/salary may be supplemented through Formula Grant.

The complete job description is posted on the town web site: [www.topsfield-ma.gov](http://www.topsfield-ma.gov). Interested candidates should submit résumés to Topsfield Board of Selectmen, Attn: Jolene Guerra, Topsfield Town Hall, 8 West Common Street, Topsfield, MA 01983 by April 15, 2011.