



Jeanne Parziale
Human Resources Director

Office of Human Resources
50 Billerica Road
Chelmsford, MA 01824-2777

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POSITION OPENING

TITLE: PROGRAM DEVELOPMENT COORDINATOR
DEPARTMENT: COUNCIL ON AGING
DATE OF POST: 9/16/11
UNION STATUS: NONE
PAY RANGE: \$13.25 PER HOUR (20 HRS/WEEK)

POSITION SUMMARY

Under the supervisor of the Director of Human Services/Elder Services, this position has the primary responsibility of establishing comprehensive, community wide wellness and social service programs for the age 50+ citizens of Chelmsford. Work includes program scheduling, and developing funding sources for program implementation. The incumbent also maintains an active outreach/PR/marketing program providing aging information and senior center programming/services benefiting senior citizens, their families, and the general public. This includes preparation of the monthly newsletter, flyers and weekly media notices. A more detailed job description is on file in Human Resources.

REQUIREMENTS

Bachelor's Degree in Human Services with a specialization in Gerontology or related field is required. Three to five years experience in the field of program planning is required. Must have a thorough knowledge of applicable federal, state and local laws and be proficient with computers. CPR and First Aid training required. Must possess a valid driver's license.

Applications may be obtained from Human Resources or on line at www.townofchelmsford.us. Please submit resume or application no later than October 21, 2011 to:

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or
jparziale@townofchelmsford.us

AA/EOE