



For the past 40 years, the Massachusetts Council for Home Care Aide Services (Council) has been the voice for paraprofessional home care aide services in Massachusetts. Home care aides are the heart of the Commonwealth's home care system, providing personalized and supportive services that enable our elders and disabled children and adults to remain safely in their homes. Council membership includes over 120 home care provider agencies committed to keeping frail and ill people of all ages at home with maximum independence and dignity.

Council staff consists of a full-time Executive Director, working with an active volunteer Board of Directors. The Council is seeking a part-time **Administrative Coordinator** to assist with the day to day operations of the organization.

RESPONSIBILITIES:

- Providing administrative support to Council's Executive Director
- Assisting with the planning and coordinating of Council meetings, seminars, conferences and other events (limited statewide travel required)
- Membership development and outreach
- Organizing, updating, and maintaining Council databases and publications
- Responding to calls from members and the public
- Maintaining and enhancing the Council's website
- Developing advocacy materials for Council members including email alerts and flyers
- Writing articles for the Council's newsletter
- Conducting national/state public policy research

SKILLS AND QUALIFICATIONS:

- At least an associate's or Bachelor's degree from an accredited institution.
- Graduate students in the fields of gerontology, public policy, and social work strongly encouraged to apply. Position is especially well-suited those interested elder issues, health care, state government, the Legislature, public policy, and/or economic issues affecting women and immigrant populations.
- Experience working in office and administrative settings
- Excellent written and oral communication skills
- Experience with various computer programs including Microsoft Word, Outlook, PowerPoint, and Excel
- Willing to work collaboratively in tight space and with limited resources
- Ability to take initiative and work independently
- Ability to multi-task and manage multiple projects with keen attention to detail

Interested applicants should send a resume and cover letter to:

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