



BILLERICA COUNCIL ON AGING  
25 CONCORD ROAD  
BILLERICA, MA 01821

Donna Popkin  
*Director*

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**JOB VACANCY**  
**TOWN OF BILLERICA**  
**BILLERICA COUNCIL ON AGING (COA)**  
*Serving Billerica's Finest, Our Senior Citizens*

JOB TITLE: Health and Community Program Planner

GENERAL STATEMENT OF DUTIES:

The Health and Community Program Planner is a full-time position responsible for planning, scheduling, presenting, promoting and recruiting seniors for evidence-based trainings. Administers and supervises the Respite Companion Care program which requires recruiting and training companions, supervising two program assistants who oversee billing, payroll and all vendor contracts. In addition, supervises Wellness related activities and maintains a cooperative working relationship with Lahey Clinic's Community Education Coordinator. Also manages the fitness center; recruits and trains volunteers. Coordinates the Senior Citizen Property Tax Work-off Program, serving 100 senior citizens, in conjunction with the town assessor and treasurer departments. This position is responsible for contributing to the well-being of senior citizens by working as a member of a team that strives to make the Senior Center a warm and inviting place. Must possess excellent writing, presentation and customer service skills. Computer experience is required.

QUALIFICATIONS AT HIRE:

Bachelor's Degree or equivalent, with 3-5 years work experience in planning programs for older adults. Proficiency with word processing, Publisher, Excel, Print Shop and information retrieval from the Internet. Excellent listening and communication skills. Ability to creatively solve problems and access information from a variety of resources for aid in resolution. Comfortable working in a team environment. Strong organizational skills including the ability to prioritize tasks. Ability to interact comfortably with people at various levels within the organization and the community. English fluency both oral and written, 20/20 vision or correctable, hearing within normal range. Periods spent standing and walking. Some travel, using personal automobile, within town and neighboring towns.

APPLICATION:

Application should be submitted to Donna Popkin, Director, Billerica Council on Aging, 25 Boston Road, Billerica, MA 01821

Salary Range: \$15.50-\$17.50 per hour. Grant-funded position.