

The Town of Georgetown seeks an energetic leader for the full-time position of Council on Aging (COA) Director. Under the general direction of the COA Board, and day-to-day supervision of the Town Administrator, the Director determines the needs and priorities for the delivery of programs and services to the older adult population, their caregivers, and families.

Comprehensive knowledge of resources available to the older adult population, including various financial and healthcare assistance. This position supervises several staff and volunteers and works directly with maintenance staff in regards to the care, maintenance, use of the Senior Center,

Administrative knowledge of municipal government, strategic planning skills for implementing age-friendly community values. Individual should have strong interpersonal, public speaking, and marketing skills required.

Bachelor's degree in human services, gerontology, or related field; Master's Degree preferred; 4 – 6 years of experience in social service administration; or equivalent combination of education and experience. The position is 32 hours per week (Mon-Thurs) with generous benefit package.

Starting range \$67,000; depending on qualifications.

Position will remain open until filled. Submit resume and letter of interest by October 6, 2023 to: Orlando Pacheco, Town Administrator, Town Hall, One Library Street, Georgetown, MA 01833, or by email to opacheco@georgetownma.gov

We are an Affirmative Action/Equal Employment Opportunity (“EEO”) Employer.