

UP-ISLAND COUNCIL ON AGING
P.O. BOX 3174
WEST TISBURY, MA 02575
OFFICE (508) 693-2896
FAX (508) 693-1447

TO Town Clerk

FAX # ()

OF PAGES (INCLUDING COVERSHEET) 2

FROM Jaye Aubertine

MESSAGE Please post attached.

Jaye Aubertine

CONFIDENTIALITY NOTE

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Help Wanted
Assistant Director
Up-Island Council on Aging

General Duties: Coordinate/develop COA programs. Monitors and prepares financial documents for grant and programming purposes. Collects, analyzes, and maintains statistical data related to program activities. Recruits and trains volunteers. Performs administrative duties as needed for the Friends of the Up Island Council on Aging.

Qualifications: Bachelor's Degree in Human Services or related field, plus a minimum of two years Human Services experience, or two years of college plus three years' experience; skilled experience in word processing, accounting and graphic software; some experience in supervision; or an equivalent combination of education, training, and experience.

Hourly rate \$31.44-\$44.24 per hour. Thirty-five hours per week. Full job description and required employment application can found on the Town of West Tisbury's website at www.westtisbury-ma.gov or by contacting Director Joyce Albertine at 508-693-2896. Resume and employment application must be received by December 10, 2021, at 4pm by mailing to Up-Island Council on Aging, PO Box 3174, West Tisbury, MA, 02575, or hand-delivered to the Council on Aging located at 1042 State Rd., West Tisbury, MA, or by e-mailing to coa-director@westtisbury-ma.gov. Must have a valid MA driver's license and complete a Criminal Offender Record Information Check. Proof of COVID 19 vaccination required. This is a benefited position. The Town of West Tisbury is an Equal Opportunity Employer.