



**Town of Dighton  
Board of Selectmen  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: (508) 669-6431  
Fax: (508) 669-5667**

### **COUNCIL ON AGING/PRIME TIME OFFICE ASSISTANT**

The Town of Dighton Council on Aging is seeking a customer service-oriented Office Assistant to assist and report to the Program Manager/Executive Director.

Position provides secretarial and customer service work in supporting the activities of the Council on Aging/Prime Time Program. Assist with coordination of programs and services, providing accurate recordkeeping in accordance with federal, state and local laws.

#### **Education and Experience:**

High School Graduate or minimum 2 years office experience. Good organizational skills while paying attention to detail. Proficient in MS Word, Excel, Access, Publisher.

**Additional requirements:** Participate in biennial CPR/AED Training or refresher course – within 1 year of employment. Attend various In-Service Trainings throughout the year. Maintain up-to-date biennial T.B. testing, acquire prior to hire. Must pass CORI (Criminal Offender Record Information) background check prior to hire. Must be able to lift up to thirty pounds

**Salary and Benefits:** \$17.00/hr., 19.5 hours/week as required by program needs, non-benefited

**To Apply:** Applicants should email a cover letter, resume, an application in PDF form (found at [http://cms3.revize.com/revize/dighton/document\\_center/JOB%20VACANCIES/Employment%20Application.pdf](http://cms3.revize.com/revize/dighton/document_center/JOB%20VACANCIES/Employment%20Application.pdf)) and the names of three references to: councilonaging@dighton-ma.gov, or mail or in person to office of the Board of Selectmen, 979 Somerset Avenue, Dighton, MA 02715. **Deadline to apply June 24, 2022 at 3:00 p.m.**

**THE TOWN OF DIGHTON IS AN EQUAL OPPORTUNITY EMPLOYER.**