



Selectboard
Town of Montague
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September 2, 2025

JOB OPENING

Council on Aging Administrative Assistant

The Town of Montague is seeking applications for the position of **Council on Aging Administrative Assistant**. The position provides customer service and technology assistance for older adults, assisting older adults with on-line applications and searches, administrative and clerical support to the Council on Aging director, and managing the Senior Center monthly calendar.

Responsibilities include administrative duties such as preparing weekly bill templates, payment transfers to the Treasurer, appointment scheduling, screening and directing of incoming mail, calls, and visitors to the appropriate location, publicizing meetings, programs, and information of interest to older adults through print, electronic, fliers, and other available media, maintaining files and records, preparing reports and mailings, and ordering supplies and equipment for the department as needed. Candidates for this position should have an associate degree and/or 1-3 years of experience in a similar role or an equivalent combination of education and experience.

This is a part-time 15 hr/week position and is part of the NAGE Union, Grade H. The starting pay rate is \$22.01/hr.

Work will take place during the Senior Center's business hours, which are Monday-Friday, 9:00 AM – 2:00 PM.

Applicants interested in this position should send a cover letter and resume via email to Council on Aging Director Roberta Potter (councilonaging@montague-ma.gov) no later than Thursday, September 11, 2025 at 5:30 PM.

The Town of Montague is an EEO Employer.