

Community Liaison and Special Projects Coordinator

Family Services of Central Massachusetts

Job description

Family Services of Central MA is looking to fill the role of **Special Projects Coordinator**. The Special Projects Coordinator oversees various projects within the Senior Volunteer Program. The position requires the ability to supervise others and organize the various tasks involved in completing a project while delegating tasks to volunteers as needed. The special projects coordinator for the Senior Volunteer Program, will also do research into the different scams which develop for the senior population, and compile this information for the Senior Fraud Helpline. The starting pay for this position is \$20.00 hourly, with benefits available. Looking for applicants with the following skills.

*Experience organizing special events.

*2+ years' experience working with volunteers and seniors preferred.

*Case Management experience a plus.

*Knowledge of frauds and scams affecting seniors a plus.

*Computer knowledge required.

Schedule

- 8-hour shift
- Monday to Friday