

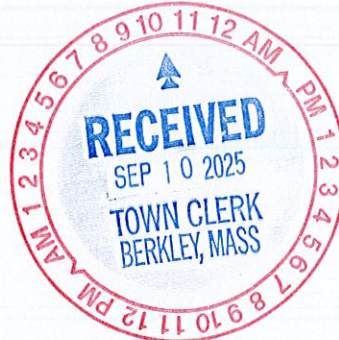


# TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF  
SELECTMEN

One North Main Street  
Office: 508-824-6794  
Fax: 508-822-4603  
E-mail: selectmen@berkleyma.us



## JOB POSTING

POSTING:

- ☒ IN HOUSE  
☒ OUTSIDE ADVERTISEMENT

DEPARTMENT:

Council on Aging

POSITION:

Outreach Coordinator  
☒ NEW ☐ EXISTING

CLASSIFICATION:

☐ REGULAR ☐ SALARIED ☐ PART TIME ☒ CASUAL ☐ ON CALL

HOURS:

10 hours/week

JOB:

☒ ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE:

Grade 5, Step 1; \$20.45/hr

SUBMIT:

☐ Application, Cover Letter & Resume to: coa.director@berkleyma.us

CLOSING DATE:

Until Filled

DEPT. HEAD SIG.:

09/08/2025

SIGNATURE

DATE

THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER

COPIES TO: ☐ PERSONNEL BOARD ☐ FINCOM ☐ UNION LOCAL 1144 IF UNION LEVEL

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:

- |   |   |
|---|---|
| <input type="checkbox"/> Town Clerk (certified copy)          | <input type="checkbox"/> Library                      |
| <input type="checkbox"/> Highway Dept. Office (employee area) | <input type="checkbox"/> Middle School                |
| <input type="checkbox"/> Community School                     | <input type="checkbox"/> Public Safety Building lobby |

SIGNATURE

DATE

09/08/2025

## **Berkley Council on Aging Outreach Coordinator**

### **Position Summary:**

The Outreach Coordinator is responsible for assisting seniors, particularly isolated older adults, by connecting them to community resources, services and benefits that enhance their ability to remain independent. This role requires strong advocacy, communication, and case management skills to ensure seniors receive the support they need. This position reports to the Director of the Council on Aging.

In addition to outreach responsibilities, this position also provides general support within the Council on Aging. The Outreach Coordinator will assist the director with day-to-day operations, including answering phones, greeting visitors, setting up for events, registering seniors for programs and helping with other administrative tasks as needed. This role requires flexibility and strong organizational skills.

### **Essential Duties and Responsibilities:**

- Conduct outreach to seniors, caregivers, and families to assess their needs and connect them with appropriate community resources.
- Provide information, referrals and assistance with applications for essential programs, including Meals on Wheels, food pantries, fuel assistance, SNAP and other benefits.
- Conduct in home and office visits to assist elders in identifying their needs for services.
- Maintain accurate and up to date records on clients and resources available.
- Maintain a close working relationship with agencies providing services to elders in the community.
- Develop and implement programs to support elders in need, such as support groups.
- Responsible for overseeing the Grab and Go lunch program.
- Responsible for overseeing the Mobile Market Food Pantry (Brown Bag), including food distribution, transportation, and home delivery to homebound elders.
- To perform other related duties as requested by the Director.

### **Preferred Qualifications:**

A degree in social work, human services, or related experience. Strong social/interpersonal, written, and verbal communication skills. Successful completion of CORI background check. Must have valid Massachusetts driver's license and own vehicle.

### **Physical Requirements:**

More than half the time is spent in a typical office setting. Regularly uses computers and office equipment. Must be proficient in Microsoft Office products. May occasionally lift up to 25 pounds.

**Hours and Compensation:**

This is a part-time, grant funded position for 10 hours a week scheduled as two 5-hour days. Wednesday availability is required to support food distribution. Compensation is \$20.45 per hour. "This program is funded in part by a grant from Bristol Aging & Wellness, Inc. through a contract with the Massachusetts Executive Office of Aging & Independence." Continued employment is dependent on the availability of grant funding.