

## **Age Friendly Northfield Administrative Coordinator**

**Description:** This contracted work entails a variety of clerical and administrative assistance provided to the Age Friendly Northfield (AFN) Steering Committee and Domain initiatives, increasing visibility and advocacy of AFN within the community.

**Services to be provided by the Contractor will include but are not limited to the following:**

- Attend AFN Steering Committee Meetings at an agreed upon frequency.
- Attend Domain Team meetings as needed.
- Assist with AFN Action Plan, word processing updates, mailing out and entering surveys into an online data base i.e. Survey Monkey or Qualtrics.
- Manage social media accounts, website updates, and online communications (e-blasts)
- Create, update, and distribute marketing materials (Quarterly AFN Newsletter, flyers, etc.)
- Maintain and expand AFN's list of community partners
- Prepare an annual calendar of community events (eg. Home & Garden Show, DJJD, Hispanic Heritage Celebration, etc.) to present to the Steering Committee who will select the events that AFN will attend
- Assist with projects as assigned (i.e. the Red Chairs, coordinating delivery, volunteers to setup and take down at selected events.)
- Assist with the organization of AFN documents and files on Google Docs.
- Coordinate volunteer recruitment for special events
- Order supplies

### **Qualifications/Skills**

- Well organized and detail oriented.
- Strong communication and time management skills.
- Proficient with Microsoft Office programs and the use of Google Drive for document filing.
- Experience in website creation and maintenance.
- Marketing skills including social media platforms.
- Spanish language skills preferred.

**Compensation:** AFN will pay the Contractor \$20 per hour for 10-15 hours/week up to \$15,600 annually. Payments will be based on monthly invoices that briefly describe the work accomplished and the hours spent for the time period indicated on the invoice.

**Position Type:** Contracted, remote, and AFN will provide a computer to be used exclusively for the work identified above and to organize and maintain all AFN documents.

**Responsible to:** The Chair and Vice-Chair of the AFN Steering Committee.

This position will be posted until October 8<sup>th</sup>, 2021. If you are interested in being considered please submit a cover letter and resume to the Age Friendly Northfield Executive Committee at [agefriendlynorthfield@gmail.com](mailto:agefriendlynorthfield@gmail.com) by 4 PM on October 8th. Questions can be directed to that same email address. If you want to learn more about Age Friendly Northfield you can visit [www.agefriendlynorthfield.com](http://www.agefriendlynorthfield.com)