



# City of Revere

## JOB POSTING

**Title:** Full Time Operations Coordinator  
**Department:** Elder Services  
**Hours:** 39 Hours per week  
**Salary:** \$21.15 - \$23.43 per hour, including benefits.  
**Location:** Revere Elder Affairs, 25 Winthrop Ave. Revere, MA 02151

### DEFINITION:

The City of Revere is looking for a Full-Time detail-oriented and focused Operations Coordinator reporting to the Director of Elder Services. Candidate will be responsible for recruiting and training new volunteers, planning events, parties, and trips for the senior community. Will also be responsible for production and distribution of monthly newsletter, updating Elder Services website, posting of social media, and assisting with daily, monthly, and annual statistics.

### ESSENTIAL FUNCTIONS

- Recruits, trains, and maintains a list of volunteers and is responsible for daily assignments for those volunteers. Able to keep an up-to-date database of volunteers.
- Assist and coordinate program design, create program schedules to engage adults in constructive educational, recreational, and volunteer activities: with focus on information for newsletter, website, RTV, social media, and local newspapers.
- Able to learn MySenior System Management and maintain activities and member information.
- Able to work in a fast paced, team environment. Daily interaction with the public requires considerable patience, courtesy, and discretion in an impartial manner.
- Provide grant and budget oversight, assist with the writing of grants and reports, able to submit invoices along with yearly narrative and budget submission.

### QUALIFICATIONS:

- High School Diploma or equivalent.
- Two (2) years of relevant experience working with adults/seniors, program development, event planning and volunteer development.
- Revere residency required.
- Excellent communication skills.
- Able to work in a “team” environment in a busy office environment. Patience is a MUST.
- Bi-lingual skills preferred.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **KNOWLEDGE:**

- Knowledge of Google Office Suite and Drive Applications.
- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint.
- Proficiency in use of technology such as laptop computers and tablets.
- Knowledge of Senior resources available to the community and how to obtain those services.
- Knowledge of how CORI checks are performed and able to keep a volunteer database.
- Knowledge of operation of standard office equipment, e.g., computers, phone, printer, and scanner.

### **SKILLS:**

- Must be organized and detail oriented and able to work independently but, more importantly, as part of a team.
- Strong problem solving and interpersonal skills.
- Training or experience in safety, cultural sensitivity, and working with diverse populations.

### **ABILITIES**

- Ability to establish and maintain effective working relationships
- Ability to communicate effectively and efficiently verbally and in writing.
- Ability to work a flexible schedule.

## **WORK ENVIRONMENT**

Work is performed primarily in office conditions during regular City Hall hours. Daily interaction with the public in-person, by phone or email communications. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work may occasionally involve dealing with difficult people in high pressure and/or conflict situations.

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation,

national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The applications must be submitted via the City's [Online Application Portal](#). Please submit a resume, cover letter and salary requirements with your application. If you have any questions, feel free to contact us at: [jobs@revere.org](mailto:jobs@revere.org)

[Apply Online](#)