



## Time-Limited Contract Position Available

Harpswell Aging at Home (HAH) has an immediate need to hire an independent contractor to assist in the organization and execution of operational duties. The position available is an independent contract position that is part-time and time-limited. Any person interested in the position must be able to commence services under a contract starting August 2019.

### Organizational Goals

Formally founded in July 2015, Harpswell Aging at Home (HAH) is a grassroots community organization created, maintained, and led by older Harpswell residents. We are **committed to fostering low-cost or no-cost initiatives that help older adults thrive while aging at home.** Our overall goal is to help older adults find the services they need to age in place.

### Interim Immediate Need

As HAH determines the best course of action in relation to creating a permanent position to support its work, it has an immediate need for part-time interim assistance with organizational support.

### Operational Assistant Position - Scope of Duties:

Reporting to the Chair of the HAH Steering Committee, the Organizational Assistant will:

- Organize and manage HAH's databases to meet the needs of HAH's committees, including, but not limited to:
  - Maintaining and updating our press list;
  - Maintaining a secure list of clients served by HAH;
  - Entering all event, assessment and evaluation data; and
  - Preparing and updating lists and reports for committees as needed.
- Coordinate with Committee Chairs to understand the scope of needed support and to determine the best means of meeting those needs;
- Assist with maintenance of website and social media platforms;
- Ensure that information about HAH programs is up-to-date and distributed widely;
- Collaborate with finance team to track all finance related deadlines, like grant report deadlines and town's Community Services Funding Request; and
- Other duties as assigned, generally limited to the types of duties described above.

The position is part-time, 10 to 12 hours per week at a rate of \$20 per hour, not to exceed 50 hours in any given month. The position is time-limited and not expected to last beyond a year. The schedule is flexible. The person is expected to use their own computer and phone.

**Qualifications:** The successful candidate will have excellent communication and computer skills, proficiency with Excel and Word, familiarity with SurveyMonkey or similar data entry platforms; knowledge of WordPress, proven ability to maintain confidentiality, strong attention to detail, experience and enjoyment in working with people, especially seniors.

Please send cover letter and resume to David Brown, HAH Chair, at [coveybrown.ldb@gmail.com](mailto:coveybrown.ldb@gmail.com) by June 25, 2019.