

Job Posting

Holliston Senior Center Clerical Assistant Part-Time (18 hours)

The Holliston Senior Center is seeking a part time Clerical Assistant. Primary job responsibilities include: program and administrative tasks, coordinating the volunteer program, media outreach, rentals, day trips, assisting the Director with other tasks. Requires high school diploma/GED and 1 year of job related experience; or any equivalent combination of education and experience. Requires computer literacy with Word, Excel and Publisher. Compensation starts at \$18.97 per hour, Grade 2 Step 1. Must pass CORI check. Please submit resume with letter of interest by January 20, 2017 to Jean Boulette, Director at: Holliston Senior Center, 150 Goulding Street, Holliston, MA 01746. EEO/AA