

**Position Announcement**

**Coordinator, Maryland Gerontological Association**

**(**[**www.mdgerontology.org**](http://www.mdgerontology.org)**)**

**This part-time position is an excellent opportunity to be at the hub of an active statewide network of professionals who champion best practices and policies in support of older persons, their families and those who provide services to them. Duties include: (1) managing this organization’s website, social media, membership data base and email commerce; (2) supporting the planning, publicizing and implementation of organization-sponsored events; and (3) providing administrative support for MGA board and committees. Hourly wage to be paid: approximately $18-$20. Average hours worked per month (20) vary from approximately 10 to 15 hours per month during July-December to 25-30 hours per month January -June, when preparations for annual conference require more time and responsibilities. No additional benefits paid. Qualified applicant must be proficient with Microsoft Office, Wix and online applications (including databases); highly organized and attentive to detail; able to multi-task with minimal supervision; and willing to work with Board officers and committee chairs on delegated initiatives. Interested applicant should submit cover letter, resume and references to:** mdgero@gmail.com **and tgross@comcast.net.**