

## **TOWN OF MILTON JOB POSTING**

**POSITION:** Project Coordinators (Grant Funded)  
**GRADE:** 18 hours a week - \$40.29  
**DEPARTMENT:** Health Department  
**DATE:** April 9, 2025

### **RESPONSIBILITIES:**

The Town of Milton is looking for two part time project coordinators who will be responsible for initiating, planning, organizing, implementing and monitoring community based and school-based activities to achieve the mission and build the capacity of the Milton Coalition. Positions will be overseen by the Milton Health Department Director and Assistant Director.

### **REQUIREMENTS:**

Minimum bachelor's degree with at least four years of relevant experience. Preferred Master's Degree from a graduate institution in Public Health, Registered Nursing, Public Management, Social Work, Family or Child studies or related field preferred.

### ***Additional Information:***

- Travel Requirements:
  - Three non-consecutive weeks of paid educational out-of-state travel or online education.
  - Most travel will be within a 10–15-mile radius of the town. Access to a car is preferred.
- Schedule:
  - The position works 18 hours per week, with occasional evening or weekend hours as required.
- Benefits:
  - This position is ineligible for fringe or health benefits.
- Funding:
  - This position is dependent on the availability of funding and is currently funded by a 3-year federal grant.

### **RESPOND TO:**

Interested applicants should submit a resume and cover letter detailing their qualifications and interest in the position to Carla Fede, HR Director, 525 Canton Avenue, Milton, MA 02186 by email at [cfede@townofmilton.org](mailto:cfede@townofmilton.org) Position opened until filled.

**TOWN OF MILTON INTERNAL JOB POSTING  
AN EQUAL OPPORTUNITY EMPLOYER**