

The Center for Modern Aging Princeton (CMAP) is seeking a highly organized person to fill a long-term, temporary (August 19, 2024 - August 31, 2025) assistant to provide administrative and programmatic support throughout our organization to help advance our mission to help older adults thrive. The individual filling this role will support all aspects of CMAP programming, with special focus on our award-winning GrandPals program. We are looking for a people person with varied talents, someone with tremendous interpersonal skills working with a variety of ages, comfort with technology for virtual and hybrid programming, and administrative skills to support our diverse programs.

Essential Functions

- Provides administrative and programmatic support for our GrandPals program – including work with scheduling, database, and on-site supervision of GrandPal volunteers in the local elementary schools. Supports other intergenerational program initiatives.
- Provides administrative support for staff with focus on Salesforce database, SoapBox event registration software, SharePoint, and other platforms as needed.
- Assists with audio-visual technology and Zoom support for virtual, hybrid, and in-person programming.
- Learns and supports the reception area at 101 Poor Farm Road and 45 Stockton Street locations as needed/available.

Part-Time, 20-25 hours per week, flexible schedule to be negotiated.

Interested parties should email a resume to Dr. Drew Dyson, CEO, at ddyson@cmaprinceton.org.

CMAP is a vibrant nonprofit organization which provides programs and support services to aging adults. CMAP thrives in a culture of collaboration and respect.